

AGENDA
CITY OF TILLAMOOK SPECIAL COUNCIL MEETING
~ MONDAY, JANUARY 7, 2013 AT 7:00 P.M. ~
TILLAMOOK CITY HALL, 210 LAUREL AVENUE
www.tillamookor.gov

7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

ROLL CALL

ELECTION OF COUNCIL PRESIDENT

MAYOR APPOINTMENT AND RATIFICATION OF COMMITTEE/TURA BOARD MEMBERS

MINUTES – December 3, 2012; December 19, 2012

PROCLAMATIONS

PRESENTATIONS

1. Employee Award

CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items

This is the time reserved for citizens to address the Council on matters related to city government and properly the object of Council consideration. Time is limited to five (5) minutes for each speaker, unless the Council decides prior to the citizen hearings period to allocate more or less time. The purpose of the citizen hearings period is to provide citizens an opportunity to be heard by the council, primarily on issues not on the agenda.

PUBLIC HEARINGS

1. OLCC Ownership & Name Change: Kitty's Food & Spirits formerly Corky's Bar & Grill

NEW BUSINESS

1. OLCC Application for Kitty's Food & Spirits
2. Federal Funding Priorities
3. Sole Source Procurement For Bio-Solids Cake Hauling

LEGISLATIVE

1. Resolution 1623—A Resolution Implementing a Procurement and Contract Administration Policy for the City Tillamook, Oregon

COUNCIL CONCERNS - Non-Agenda Items

MONTHLY REPORTS

1. Chief of Police
2. Public Works Director
3. Finance Officer

4. City Manager - verbal
5. Mayor - verbal

COMMITTEE REPORTS

1. TURA
2. Beautification Committee

STAFF COMMUNICATIONS/DISCUSSION ITEMS

1. Letter from Chief Deputy Assessor Paula Arthur

AUTHORIZATION TO PAY BILLS

ADJOURNMENT

THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD SPECIAL ACCOMMODATIONS BE REQUIRED. CITIZENS WITH VISUAL OR MANUAL IMPAIRMENTS MAY CONTACT THE OREGON RELAY SERVICE BY PHONING 1-800-648-3458 (TDD) OR 1-800-848-4442 (VOICE). THE CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Upcoming Meetings:

Streetscapes Committee: Tuesday, January 9, 2013 @ 12:00 p.m.
Public Works Committee: Monday, January 15, 2013 @ 8:30 a.m.
Regular City Council Meeting: Monday, January 15, 2013 @ 7:00 p.m.
Planning Commission: Thursday, January 18, 2013 @ 7:00 p.m.

POSTED: January 4, 2013

City Hall * Tillamook County Courthouse * Tillamook Fire District * Tillamook County Library

Tillamook City Council Committee Assignments 2013

Associations Committee:

Cheryl Davy--Chair
Steve Forster

Staff:

Paul Wyntergreen

Beautification/Parks Committee:*

Doug Henson--Chair
Cheryl Davy
Joe Martin

Staff:

Paul Wyntergreen
Abigail Donowho
Jon Williams

Finance Committee:

John Sandusky--Chair
Matt Harris
Doug Henson

Staff:

Paul Wyntergreen
Abigail Donowho
Jamy Wilson

Personnel Committee:

Matt Harris--Chair
John Sandusky
Joe Martin

Staff:

Paul Wyntergreen
Abigail Donowho

Public Safety Committee:

Steve Forster--Chair
Cheryl Davy
Matt Harris

Staff:

Paul Wyntergreen
Terry Wright

Public Works Committee:

Joe Martin--Chair
Cheryl Davy

Staff:

Paul Wyntergreen
Tim Lyda

Planning Commission Liaison:

Doug Henson

TURA:

Cheryl Davy
Steve Forster

Holden Creek Special Committee:

Steve Forster
John Sandusky
Doug Henson

* Carolyn Decker, Jan Stewart and Ray Jacobs are also members of this Committee.

CITY OF TILLAMOOK
City Hall, 210 Laurel Avenue
City Council Meeting Minutes
Monday, December 3, 2012

I. CALL TO ORDER

Mayor Weber called to order the regular meeting of the Tillamook City Council at 7:00 p.m. on Monday, December 3, 2012 in City Hall at 210 Laurel Avenue in Tillamook, Oregon.

II. ROLL CALL

City Recorder Donowho conducted a roll call. The following persons were present:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Cheryl Davy
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

III. AGENDA

The posted agenda for the meeting of December 3, 2012 is attached and by this reference is made a part of the record.

IV. ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: None

V. MINUTES

The minutes for the Regular City Council meeting of November 5, 2012 were included with Council Packets.

Councilor Forster moved to approve the minutes of Monday November 5, 2012. Councilor Harris seconded. Motion carried unanimously by Council seated.

VI. PROCLAMATIONS

Mayor Weber proclaimed December 6, 2012 as Civil Air Patrol Day. She noted that it is the 71st Anniversary of the Civil Air Patrol and that a duly authorized, signed copy to the proclamation will be provided to the Patrol. Cadet Chief Master Sargent Max Norris, and Cadet Master Sargent Arlo Bannon were in attendance with Cadet Leader Major Michael Walsh. The Cadets meet at the ATV Center every Thursday. The program includes things including Aerospace Education, Cadet Programs, and Emergency Services—with safety playing a big part. Cadet Norris had a ride-along in a C-17 (“monstrous” four-engine jet) and has also attended Rocketry Weekend for aerospace awareness. Orientation rides and glider flights are part of the program. **Walsh** stated there are 300 cadets in the state of Oregon. **Councilor Forster** talked about the leadership skills the young men are learning in the program. **Mayor Weber** thanked them for being at the meeting, and for their efforts.

VII. CITIZEN COMMENT-None

VIII. PUBLIC HEARING

- a) **System Development Charge Modification**—City Manager Wyntergreen explained to the Council about the System Development Charge (SDC) development that needs to happen for the city. SDC’s are charges for new construction, not existing services. The required 90 day notice was posted in September.

John Ghilarducci brought forward his SDC presentation for the Council during the workshop prior to the meeting.

Mayor Weber opened the floor to the public for comment at 7:29 p.m. No correspondence was received regarding the SDC Charge Modification. **Mayor Weber closed the public comment portion of the hearing at 7:30 p.m.**

Wyntergreen noted this is a supplementary funding mechanism. There is more commercial growth than residential at this point in time. To clarify the process regarding single family units in comparison to additions, SDC charges would not apply to additions, only new construction. Accessory dwelling units (MIL quarters) are a policy issue for the City. **Councilor Forster** asked about State and Federal policy changes regarding infrastructure. **Ghilarducci** said that charges can be updated at any time as long as the same methodology is followed. Studies are best updated after a master plan is adopted. **Mayor Weber closed the public hearing at 7:33 p.m.**

- b) **OLCC License Hearing – Robadmirr LLC dba The Fern Café**—**Mayor Weber** opened the public hearing for OLCC Licensing for Robadmirr, LLC at 7:33 p.m. **City Manager Wyntergreen** stated this application is for a change of ownership. Mirra Bowers and Robert McLaughlin, manager and owner of the Fern Café were in attendance for the hearing. **Bowers** talked about wanting to have the Fern restored to the feel of the “old” Fern Café. The menu will be similar: burgers, pizza, and breakfast all day.

Mayor Weber asked for testimony for or against the application. **Councilor Sandusky** asked if the name of the restaurant would be the same. **Bowers** confirmed it is. The lounge has moved to the other side of the building and is smaller. The background check provided by the Police Chief was favorable. No further correspondence was received regarding the licensing for the Fern Café. **Mayor Weber closed the hearing at 7:37 p.m.**

IX. NEW BUSINESS

- a) **OLCC Application for Robadmirr LLC**—**Councilor Sandusky** moved to approve the OLCC application for the Fern Café and ownership Change as presented. **Councilor Harris** seconded. **Motion carried unanimously by Council seated.**
- b) **Cancellation of December 17, 2012 Regular City Council Meeting**—Due to an executive session regarding the wastewater treatment plant litigation that will be in Portland on December 17, 2012 it is necessary to cancel the regular session scheduled for the same day. **Councilor Henson** asked about the purpose of the executive session. **City Manager Wyntergreen** explained that the Council who participate would be a part of the mediation process of the WWTP litigation. **Councilor Forster moved to cancel the December 17, 2012 Regular City Council Meeting. Councilor Henson seconded. Motion carried unanimously by Council seated.**
- c) **Set Parks Workshop for January 22, 2012**—City Manager Wyntergreen added that on Thursday, at the Planning Commission, the Parks Master Plan will be brought forward to the Council via workshop.

X. PENDING BUSINESS

- a) **Planning Commission Vacancy and Potential Appointment**—Steve Fladstol has applied to be a part of the Planning Commission. **Mayor Weber** asked Mr. Fladstol to come forward. Steve Fladstol has been the Corporate Project Manager of TCCA for 8 years. He lives within the City limits. **Councilor Sandusky** asked why he wanted to be on the Planning Commission. **Fladstol** was very positive about serving the community. **Councilor Forster moved to appoint Steve Fladstol to the Planning Commission. Councilor Henson seconded. Motion carried unanimously by Council seated.**

XI. LEGISLATIVE

- a) **Ordinance 1272 – AN ORDINANCE RELATING TO SYSTEM DEVELOPMENT CHARGES AMENDING MUNICIPAL CODE TITLE V, ENACTING AND IMPOSING SYSTEM DEVELOPMENT CHARGES**—City Manager Wyntergreen explained this is an “enacting” ordinance. The old code did not enable all 5 types of SDC charges. This ordinance would allow for further resolutions in order to impose charges in the 5 allowable areas. The second reading will be in January, and SDC’s will be effective in early February. **Councilor Forster moved to have the first reading of Ordinance of 1272, by title only. Councilor Sandusky seconded. Councilor Henson** asked for further clarification. **Wyntergreen** explained it is the enacting ordinance to allow SDC charges as explained in the earlier presentation. **Motion carried unanimously by Council seated. City Recorder Donowho** gave the first reading of Ordinance 1272 by title only.
- b) **Resolution 1616 – A RESOLUTION REVISING THE CITY’S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND AMENDING RESOLUTION NO. 1586**—City Manager Wyntergreen talked about the resolution coming out of the Personnel Committee and explained the restructuring of the Public Works Department and the pay scale for non-union wages. The Personnel Committee worked hard to develop a system that encouraged longevity in employment and encourages a drive for further education and promotion. **Councilor Sandusky** noted this was a long process. The Committee wanted a pay scale that made sense, included the incentive, and dealt with longevity pay. **Councilor Harris** noted that this is what he wanted to see. He asked about the disparity regarding the Police Sargent and Police Chief’s salaries. **Sandusky** and **Wyntergreen** explained that that was the most difficult area to work on and will likely be changed in the future. **Councilor Forster moved to approve Resolution 1616, a resolution revising the City’s Employee Handbook of procedures and conditions of City employment of the city of Tillamook, and amending resolution number 1586. Councilor Henson seconded. Motion carried unanimously by Council seated.**
- c) **Resolution 1622-- A RESOLUTION ESTABLISHING STORMWATER SYSTEM DEVELOPMENT CHARGES, INCLUDING SUPPORTIVE METHODOLOGY**—Mayor Weber noted this resolution will not take effect until 30 days after Ordinance 1272 is passed. **City Manager Wyntergreen** highlighted that this is not going to fund all storm drain issues, but is a good funding supplement. **Councilor Sandusky moved to adopt Resolution 1622, a resolution establishing storm water system development charges, including supportive methodology as amended by the presentation numbers received tonight. Councilor Davy seconded. Councilor Henson** asked about this being a fee for new items and about the fund fee and where it goes. Wyntergreen explained that state law mandates separate charges and will not be comingled with anything else. **Sandusky** clarified it is not a tax—but a fee. **Henson** is concerned about the economy, people building, and adding another charge. **Mayor Weber** added that the City can’t absorb the rest of the cost. Tillamook’s SDC charges are low in comparison to other cities of similar size. **Councilor Martin** clarified that this would not affect existing structures. **Councilor Forster** stated that this is about sustainability. **Motion carried five-to-one (5-1) with Councilor Henson casting the nay vote.**

XII. COUNCIL CONCERNS

- a) **Councilor Martin** stated that the City Shops are outside of City Limits and we need to do an annexation. Wyntergreen said it’s on the list.
- b) Councilor Sandusky said that the City put on a great event for the public with the Christmas program despite the rain.
- c) **Councilor Henson** stated his appreciation of Councilor Forster and Mayor Weber for their work on the Christmas program, but really wanted to commend the Chief of Police Wright and his cadets for his help. “Terry did a fantastic job.”

XIII. MONTHLY REPORTS

- a) **Police Chief**—**Mayor Weber** noted the summaries of crime in the Chief's report. Shop With a Cop will be December 15th. She complimented the entire Police Department for their work Saturday.
- b) **Public Works Director**—Public Works Director Arley Sullivan's report was included in Council packets.
- c) **City Planner**—Planner Mattison's report was included in the Council packet. City Manager Wyntergreen noted the population decrease memo included as information.
- d) **Mayor** – **Mayor Weber** thanked everyone and said she would write to the Headlight Herald a letter of thanks for all the effort put forth with the Christmas celebration. She asked Councilor Sandusky to convey thanks to Santa and presented him with a picture and artwork from some children for Santa. The City received a nice thank you from Theresa Nelson of the Volunteer Association at Fred Meyer. They were instrumental in getting the parade together with Fred Meyer and Salvation Army. **Mayor Weber** thanked Councilor Forster, Chief Wright, and the City Staff for all their hard work. Tillamook youth participated in the program, and she added that the Tillamook School of Dance will be going to San Diego to dance in the Holiday Bowl Halftime Show. All of the performers did a wonderful job.

In March, there will be another tourism symposium. The mayors of the coast will begin to work together on a project to bring to the symposium to enhance the area. Tish at the Garibaldi House and the mayors of Garibaldi and Bay City will be working on the Q Program which promotes excellence in customer service. She asked that the Councilors go online to the Travel Oregon website and check out the program. The goal is to promote the Q Program up and down the coast for the people to come to the community. A three community garage sale also in the works to promote economic development and bring others to the coast as well.

XIV. COMMITTEE REPORTS

- a) **Public Works Committee**—Several recommendations were brought forward earlier in the meeting. **Councilor Harris** added that they are looking at clarifying the Courthouse handicap parking. A citizen came to Councilor Harris before the meeting about closing off Sixth Street close to the YMCA. The citizen wanted the gate closed to keep foot traffic away from his home. The next meeting will be January 15, 2013 at 8:30 a.m.
- b) **Personnel Committee**—The items from the Personnel Committee were addressed in the legislative portion of the meeting.

XV. CORRESPONDENCE

- a) **City Population Decrease**

XVI. AUTHORIZATION TO PAY BILLS

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills approved by the Committee. Councilor Sandusky seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amounts:

GENERAL CHECKING ACCOUNT

<u>BATCH TYPE</u>	<u>DATE</u>	<u>CHECK RANGE</u>	<u>AMOUNT PAID</u>
A/P Batch	11/30/2012	32983-33018	\$33,269.02
Special Batch	12/03/2012	900120312	\$25.00
Special Batch	12/03/2012	33020-33023	\$453.49

XVII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **8:35 p.m.**

Minutes approved by:

Minutes submitted by:

Suzanne Weber, Mayor

Date

Abigail Donowho, City Recorder

Date

CITY OF TILLAMOOK
City Hall, 210 Laurel Avenue
Special City Council Meeting Minutes
Wednesday, December 19, 2012

I. CALL TO ORDER

Mayor Weber called to order the special meeting of the Tillamook City Council at 5:30 p.m. on Wednesday, December 19, 2012 in City Hall at 210 Laurel Avenue in Tillamook, Oregon.

II. ROLL CALL

City Recorder Donowho conducted a roll call. The following persons were present:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent:

Councilor Matt Harris (Excused)
Councilor Cheryl Davy (Excused—arriving at 6:30 p.m.)

Staff Present:

Paul Wyntergreen, City Manager
Abigail Donowho, City Recorder

III. AGENDA

The posted agenda for the meeting of Wednesday, December 19, 2012 is attached and by this reference is made a part of the record.

IV. ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: (Copies attached)

- a) Special A/P Batch for 12/19/2012 (Exhibit A)
- b) Amended minutes for November 19, 2012 (Exhibit B)

V. MINUTES

Council minutes for the November 19, 2012 Regular City Council Meetings were provided in Council Packets. A correction of the first and second pages for review of the City Council was distributed at the beginning of the meeting. **Councilor Martin moved to approve the minutes for November 19, 2012 as corrected. Councilor Sandusky seconded. The minutes were approved as corrected unanimously by Council seated.**

VI. PRESENTATIONS

Mayor Weber announced and congratulated this year's winners of the Christmas Lighting and Decoration Contest:

Residential

- 1st Place: Kasie Satter & Luke Sukanen
- 2nd Place: Janice Bohnke
- 3rd Place: Sherry Mello
- 4th Place: Christina and Patrick Maahs

Commercial

- 1st Place: Tillamook Motor Company
- 2nd Place: Ron'S Barber Shop

VII. NEW BUSINESS

- a) **Christmas Eve and New Year's Eve Hours of Operation**—City Manager Wyntergreen explained the oddity of this year's holiday Eves occurring on Monday's. Staffing will be at a minimum due to floating holidays and scheduled vacation time. He proposed the City offices be closed with remaining staff to work as usual and finish administrative projects. **Councilor Forster moved to close the City offices on both Christmas and New Year's Eve as proposed by the City Manager. Councilor Sandusky seconded. Motion carried unanimously by Council seated.**

VIII. LEGISLATIVE

- a) **Second Reading of Ordinance 1272—An Ordinance Relating to System Development Charges Amending Municipal Code Title V, Enacting and Imposing System Development Charges**—Mayor Weber noted that because of the special meeting, there is an opportunity to have the second reading of Ordinance 1272. **Councilor Forster moved for the second reading of Ordinance 1272 by title only. Councilor Sandusky seconded. Motion carried three-to-one (3-1), nay vote cast by Councilor Henson. City Recorder Donowho gave the second reading of Ordinance 1272 by title only.**

Councilor Sandusky moved to adopt Ordinance 1272. Councilor Martin seconded. Motion carried three-to-one (3-1) by the following roll call vote:

Councilor Martin	Aye	Councilor Forster	Aye
Councilor Harris	Absent	Councilor Sandusky	Aye
Councilor Davy	Absent	Councilor Henson	Nay

IX. COUNCIL CONCERNS

- a) **Councilor Martin** voiced his concern about the standing water during storm periods on Birch Avenue. He noted a private plumber might be able to help out.
- b) **Councilor Forster** added that the Holden Creek Group has not met for a while and needs to set a meeting with Randy Fink and continue working.
- c) **Councilor Henson** agreed with Forster regarding the Holden Creek Group needing a meeting. He also voiced his ongoing concern regarding the drainage ditch on his property that should be the City's responsibility. He has brought this concern forward many times over the past 7-8 years and has yet to see any progress. He stated that it is illegal for the City to dump storm water on his private property. He would not be opposed to the drainage ditch if it were maintained properly. The City has never come to maintain the ditch and Henson has spent a lot of his own money maintaining the ditch with rented equipment. The main concern is that DEQ could come in and see the lack of maintenance and determine the ditch to be a creek—leaving Henson with setback and right-of-way issues. **Henson** feels close to the point of having to file legal action against the City in order to remedy the situation. **City Manager Wyntergreen** agreed that it is a problem and should be maintained. There are staff members looking for the easements if they already exist (however, none have been found). **Mayor Weber** asked if Henson would be willing to grant the City an easement to access the ditch and maintain it. He said he is not opposed to that, but would like to see the situation rectified by the drain being re-routed to Holden Creek and not through his property.

X. AUTHORIZATION TO PAY BILLS

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills approved by the Committee. Councilor Sandusky seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amounts:

GENERAL CHECKING ACCOUNT			
BATCH TYPE	DATE	CHECK RANGE	AMOUNT PAID
Special Batch	12/19/2012	33106	\$80.14
A/P Batch	12/17/2012	33025-33105 900121812	\$83,635.56
Special Batch	12/13/2012	33024	\$910.00

XI. EXECUTIVE SESSION

Mayor Weber called to order an executive session under ORS 190.660(2)(h) at 5:49 p.m. to discuss pending litigation. Executive session was concluded at 6:19 p.m.

Mayor Weber reopened the Special City Council session at 6:19 p.m.

XII. ADJOURNMENT

There being no further business, **Mayor Weber adjourned the meeting at 6:19 p.m.**

Minutes approved by:

Minutes submitted by:

Suzanne Weber, Mayor

Date

Abigail Donowho, City Recorder

Date



NOTICE OF PUBLIC HEARING OLCC LICENSE CHANGE OF OWNERSHIP & NAME

NOTICE is hereby given that the Tillamook City Council will conduct a Public Hearing on January 7, 2013 at City Hall, 210 Laurel Avenue, beginning at 7:00 p.m.

The purpose of this hearing will be to receive citizen input on an OLCC application for a **change of ownership and name for Kitty's Food & Spirits, Inc., formerly Corky's Bar & Grill**, located at 204 ½ Main Avenue, Tillamook, OR 97141.

Citizens are encouraged to attend this meeting and offer comments or by writing to the above address. Written testimony will be read into the public record.

THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP-ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD ACCOMODATIONS BE REQUIRED FOR CITIZENS WITH VISUAL OR MANUAL IMPAIRMENT. PERSONS WITH HEARING IMPAIRMENTS MAY CONTACT THE OREGON RELAY SERVICE BY PHONING 1-800-648-3458(TDD) OR 1-800-848-4442(VOICE)

Posted: December 31, 2012

**Tillamook County Court House, Tillamook City Hall, Tillamook Fire District,
Tillamook County Library Main Branch**

**Tillamook Headlight Herald:
Published: January 2, 2013**

TILLAMOOK POLICE DEPARTMENT

BACKGROUND INVESTIGATION / LICENSE APPLICATION

Date: 12/26/12

To: PAUL WINTERGREEN / CITY MGR.

From: TERRY WRIGHT / CHIEF 96 for 113

License Type: DLC - CHANGE OWNERSHIP & NAME

Business Name: KITTY'S FOOD & SPIRITS

Name: JOEL E. BAKER DOB: 08/17/53
DANA L. BAKER 09/14/54
204 1/2 MAIN ST., TILLAMOOK, OR.

A background investigation check, consisting of computer records checks, was conducted on the above named individual/s.

☒ No adverse information was found.

☐ The following information was revealed:

☐ Further background investigation required.

Recommendation: ☒ Approval
☐ Rejection

Comments: _____

Abigail Donowho

From: Paul Wyntergreen
Sent: Friday, January 04, 2013 9:57 AM
To: Abigail Donowho
Subject: FW: Federal Funding Priorities for Next Fiscal Year - Workshop on Jan 9

For the agenda as a discussion item

From: Sue Becraft [<mailto:sbecraft@co.tillamook.or.us>]
Sent: Wednesday, December 05, 2012 9:53 AM
To: Suzanne Weber Mayor of Tillamook; stevieburden@msn.com; nehalemch@nehalem.tel.net; citymgrwheeler@nehalem.tel.net; portofgaribaldi@oregoncoast.com; manzbch@nehalem.tel.net; Kevin; mccarthyns@embarqmail.com; shirleyk@nehalem.tel.net; mbradley; Liane Welch; kenupshaw@hotmail.com; john@ci.garibaldi.or.us; cityhall@rockawaybeach.or.us; speterson@ci.bay-city.or.us; dpac@ci.bay-city.or.us; garrybullard@charter.net; fritz_graham@wyden.senate.gov; boggsdanell@hotmail.com; tbheid@tillamookoffice.com; Paul Wyntergreen; vicki@vlgconsulting.com; Alison Craig (allison.craig@mail.house.gov); katie_gauthier@merkley.senate.gov
Cc: Chuck Hurliman; Mark Labhart; Paul Levesque; Tim Josi; Julie Kettner; barphegcpas@embarqmail.com
Subject: Federal Funding Priorities for Next Fiscal Year - Workshop on Jan 9

Happy Holidays!

It's also time to plan for the Commissioners' annual Workshop to discuss and prioritize the federal funding requests for our County for the next federal fiscal year.

The Workshop has been set for Wednesday, January 9, 2012 at 2:00 PM in Conference Room A at the Courthouse. The requests should be for local projects for which funding is not otherwise available and requires Congressional action.

Everyone is welcome to come and participate. If your agency/entity is requesting funding for a project, please have your representative bring at least twelve copies of the project proposal to the Workshop. If you submitted a proposal last year, please attach a copy of it to this year's proposal. You or your representative will be asked to present your project and answer questions during the Workshop.

If you know of anyone else who should be at the Workshop or might be interested in attending, please pass the word along or let me know and I'll add their name to the distribution list.


Sue Becraft
Board Assistant
Tillamook County Commissioners
503-842-3403



STAFF REPORT CITY OF TILLAMOOK

TO: Honorable Mayor and Members of City Council

THROUGH: Paul Wyntergreen, City Manager

FROM: Arley Sullivan, Director 

DATE: 27 December 2012

SUBJECT: SOLE SOURCE PROCUREMENT FOR BIO-SOLIDS CAKE HAULING

ISSUE BEFORE THE COUNCIL:

To approve Averill Trucking to haul bio-solids cake from the wastewater treatment facility (WWTP) to Coffin Butte land fill site as needed or requested.

EXECUTIVE SUMMARY:

- The City Council, as the Contract Review Board, has the ability to apply the Sole Source Procurement Law in line with the Attorney General's Model Contracting Rules which was adopted by the Council in Resolution No. 1371.
- Applicable law is ORS 279B.075
- As a test staff hauled several loads of cake and calculated the costs involved then had Averill Trucking do the same. It proved to be cost effective to have Averill do the hauling.
- There are four hauling service providers in Tillamook County. Don G. Averill Recycling is the only drop box carrier with a leak proof box and lid, which is required for bio-solids hauling.
- Averill Trucking has four leak proof boxes to use and can respond with one hour notice.
- City Sanitary, Nestucca Valley and Zwald Transport don't have the specified box or equipment available.

RECOMMENDATION:

- Staff recommends approval of Averill Trucking to haul the WWTP cake under ORS 279B.075 Sole Source Procurement
- Sole source because Averill Trucking has leak proof dump boxes designed to drop, fill, pickup and haul cake type material.

STAFF REPORT: *Title*
Date of Council Meeting
Page 2 of 2

Attachments: **A. ORS 279B.075 Sole Source Procurement**
 B. Cost comparison for hauling bio-solids/cake

EXHIBIT "A"

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(4) If a contract is awarded, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [2003 c.794 §54]

279B.075 Sole-source procurements. (1) A contracting agency may award a contract for goods or services without competition when the Director of the Oregon Department of Administrative Services, the local contract review board or a state contracting agency, if it has procurement authority under ORS 279A.050, or a person designated in writing by the director, board or state contracting agency with procurement authority under ORS 279A.050, determines in writing, in accordance with rules adopted under ORS 279A.065, that the goods or services, or class of goods or services, are available from only one source.

(2) The determination of a sole source must be based on written findings that may include:

(a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

(b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;

(c) That the goods or services are for use in a pilot or an experimental project; or

(d) Other findings that support the conclusion that the goods or services are available from only one source.

(3) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency. [2003 c.794 §55; 2005 c.103 §8c]

279B.080 Emergency procurements. (1) The head of a contracting agency, or a person designated under ORS 279A.075, may make or authorize others to make emergency procurements of goods or services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor.

(2) For an emergency procurement of construction services that are not public improvements, the contracting agency shall ensure competition for a contract for the emergency work that is reasonable and appropriate under the emergency circumstances. In conducting the procurement, the contracting agency shall set a solicitation time period that the contracting agency determines to be reasonable under the emergency circumstances and may issue written or oral requests for offers or make direct appointments without competition in cases of extreme necessity. [2003 c.794 §56; 2007 c.764 §6a]

279B.085 Special procurements. (1) As used in this section and ORS 279B.400:

(a) "Class special procurement" means a contracting procedure that differs from the procedures described in ORS 279B.055, 279B.060, 279B.065 and 279B.070 and is for the purpose of enter-

ing into a series of contracts over time or for multiple projects.

(b) "Contract-specific special procurement" means a contracting procedure that differs from the procedures described in ORS 279B.055, 279B.060, 279B.065 and 279B.070 and is for the purpose of entering into a single contract or a number of related contracts on a one-time basis or for a single project.

(c) "Special procurement" means, unless the context requires otherwise, a class special procurement, a contract-specific special procurement or both.

(2) Except as provided in subsection (3) of this section, to seek approval of a special procurement, a contracting agency shall submit a written request to the Director of the Oregon Department of Administrative Services or the local contract review board, as applicable, that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (4) of this section.

(3) When the contracting agency is the office of the Secretary of State or the office of the State Treasurer, to seek approval of a special procurement, the contracting agency shall submit a written request to the Secretary of State or the State Treasurer, as applicable, that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (4) of this section.

SLUDGE HAULING COSTS *EXHIBIT - B*

Tillamook to Coffin Butte <i>-CITY DRIVER & TRUCK</i>			COST
GALLONS DIESEL USED ROUND TRIP-	25	3.47 / gallon	\$87
LABOR/Hr-	\$31	4 hr trip	\$124
TONS HAULED PER TRIP	10	38.5 /ton	\$385
SAW DUST	\$30	TRIP COST-	\$726
POLYMER	\$100	COST PER TON	\$72.58
Averill to Coffin Butte			10 tons hauled
		TRIP COST-	\$700
POLYMER	\$100	COST PER TON	\$60.00
Port of Tillamook Bay			10 tons hauled
Disposal costs are \$0.15/gallon		1,000 sludge gallons = 1 ton	
Zwald hauling \$96 for 5,500 gallons		COST-	\$3,349
		COST PER TON	\$335

RESOLUTION NO. 1623

A RESOLUTION IMPLEMENTING A PROCUREMENT AND CONTRACT ADMINISTRATION POLICY FOR THE CITY OF TILLAMOOK, OREGON.

WHEREAS, Chapter 32 of the Code of Tillamook establishes the City Council as the Contract Review Board, and

WHEREAS, previous policies were to utilize the Oregon Attorney General's Public Contracting Manual which is very complex and difficult to navigate, and

WHEREAS, the Oregon Attorney General's Public Contracting Manual has recently been updated to reflect new State Law, but it still allows local jurisdictions to establish their own simplified policies and processes that do not conflict with State Law, and

WHEREAS, operating budget policy number eleven and expenditure control policy number three of the City of Tillamook Fiscal Policies seek to develop specific City purchasing policies.

NOW THEREFORE, BE IT RESOLVED, that this Resolution, along with its accompanying Exhibit "A", shall be adopted to implement the requirements of State Law and City Policy. The City staff may establish further internal written procedures to carry out and ensure compliance with this procurement policy included in this Resolution. Citations to ORS Chapters and statutes regarding State law are not to be construed as a general adoption by the City of State purchasing and contracting requirements.

Signed by me in open session in authentication of its passage this

_____ day of _____, 2013.

Suzanne Weber, Mayor

ATTEST:

Abigail Donowho, City Recorder

EXHIBIT "A"

SECTION I PROCUREMENT POLICY AND PROCEDURES FOR THE CITY OF TILLAMOOK

- A. Definition: The Contracting Review Board is defined as the City Council and the Contracting Agency is defined as the City Manager or the Designated (in writing) Alternate.
- B. Policies and Procedures: Procurements, contracts and purchases for goods and services and personal services shall be made in the following manner:
- (1) General Purchases. The City Manager, Recorder/Treasurer, Department Heads, or other designated individuals delegated in writing by the City Manager may make purchases with petty cash, City VISA card or City check not to exceed \$1,000.00, any amount greater than this will require approval. Every effort shall be made to consolidate purchases among all departments to ensure that the price obtained is the most advantageous to the City. To eliminate the potential for abuse or misuse, the City Manager shall request that the City Recorder make periodic audits of the petty cash fund and/or VISA or Check purchases and report the results to the City Manager or the Designated Alternate.
 - (2) Small Procurements. A highly informal procedure for small procurements, contracts, and purchases of goods and services, personal services including architectural, engineering, land surveying and related services and public improvement including minor alterations, repair and maintenance involving a single project and a dollar amount of \$5,000 or less (ORS 279B.065). The Contracting Agency shall informally solicit quotation(s) orally, by telephone, or in writing and make direct selection and award. Procurements may not be fragmented or artificially divided to be included in small procurements procedures.
 - (a) A written transaction file shall be kept with abstracts of invitations made, offers received, and awards made. Within one fiscal year, no individual contractor may be awarded contracts, in the aggregate of \$30,000 without formal competitive bidding.
 - (b) Provisions for Personal Service Contracts are included in Section II of this Resolution.
 - (3) Intermediate Procurements. For Intermediate procurements, contracts and purchases for goods and services (including minor alterations, ordinary repair and maintenance) and personal service contracts including architectural, engineering, land surveying and related services in excess of \$5,000 but less than \$150,000.00 (ORS 279B.070), the Contracting Agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. A written record will be kept of all quotations and proposals, including related communications. The Contracting Agency may make award to the contractor whose quote or proposal best serves the interests of the City, taking

into account but not limited to price, experience, expertise, product functionality, suitability and contractor responsibility.

- (4) For procurements, contracts and purchases for goods and services including minor alterations, ordinary repair and maintenance and personal service contracts including architectural, engineering, land surveying and related services in excess of \$150,000.00 competitive sealed bidding procedures will be made for either competitive quotes or competitive Qualification Based proposals with contract award being made by the Contracting Review Board.

- Should three quotes or Qualification Based proposals from contractors not be available, award shall be made with a written record and details of the efforts made to obtain the sources maintained. Procurements will not be artificially divided or fragmented to meet the informal solicitations procedures.
- All procurement methods shall comply with the statutory requirements.
- Provisions for Personal Service Contracts are included in Section II of this Resolution.

C. Procurement and contracts of Public Improvement Contracts for construction, maintenance and repair of City property shall be made in the following manner:

- a. For contracts and procurements valued at not more than \$150,000.00 the Contracting Agency shall follow the procedures described in Section 1.B(3) of this Resolution for "Intermediate Procurement", by soliciting informal competitive price quotes or competitive proposals from at least three prospective contractors, with contract award being granted to the contractor's quote or proposal that best meets the needs of the City.
- b. For contracts and procurements greater than \$30,000.00, but not to exceed \$100,000, or not to exceed \$50,000 in the case of contracts for transportation projects, formal bidding procedures shall be used for competitive quotes or proposals. The Contract Review Board shall make the award to the contractor whose quotation or proposal best meets the needs of the City, with a written record maintained of all quotations and proposals, including related communications.
- c. For contracts and procurements in excess of \$100,000, and \$50,000 for transportation projects, competitive bidding procedures will be used in accordance with the provisions of ORS 279C.360, 365, and 370.

D. Sole Source Procurement. In accordance with the provisions of ORS 279B.075 and when authorized by the Contract Review Board, the Contracting Agency may award a contract for goods and services without competition when a determination, in writing, is made that the goods or services, or class of goods or services are available from only one source. To the extent reasonably practical, the Contracting Agency shall negotiate with the sole source to obtain contract terms advantageous to the City. The determination of sole source must be based on written findings that may include:

- (1) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

- (2) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
- (3) That the goods or services are for use in a pilot or an experimental project;
- (4) Or other findings that support the conclusion that the goods or services are available from only one source.

E. Emergency Procurements. Public improvement contracts, contracts for goods and services and contracts for personal services may be exempted from competitive bidding if the Contracting Agency head, or designee, or Contract Review Board authorizes a defined “emergency” procurement, with certain documentation.
ORS 279B.080

a. Should an emergency procurement be required and conditions require prompt execution of a contract, documentation will be made of all transactions, including but not limited to, the nature of the emergency, method used to select the contractor, and scope and price of the contract.

F. Special Procurement Contracts. Special procurements may be made without competitive solicitation as provided in the ORS 279B.085.

G. Partial Listing of Procurement Options. The City reserves the right to:

- (1) cancel, reject, delay all invitations for bids or requests for proposal in accordance with ORS 279B.100.
- (2) prequalify prospective bidders and proposers in accordance with ORS 279B.120, and
- (3) enter into Contract Negotiations in the event all responsive bids exceed the contracting agency’s cost estimate with the lowest apparent bidder in accordance with ORS 279C.340.

H. Prevailing Wage. Contracts for public improvements for \$50,000.00 or less are not subject to Prevailing Wage Rates. In such cases, ORS 279C.800-870 does not apply.

I. Contract Amendments. The Contracting Agency is authorized to amend the original contract amount up to but not to exceed 15 percent of the original contracting price. Prior approval of the Contract Review Board is required for amendments greater than 15 percent. However, if the original contract was awarded through the competitive bidding process and a fixed unit price was established, the contract amount can only be amended by a negotiated change in contract scope or other previously unforeseen requirements.

I. Conflict of Interest. Employees, officers, or agents of the City shall not participate in the selection, negotiation, administration or award of any contract of the City if a conflict of interest, real or apparent, would be involved. Included in this prohibition are: immediate family members, his or her partner, an organization which employs or is about to employ any of aforementioned, or anyone who has a financial or other interest in the firm selected for award. City officers, employees, or agents are prohibited from soliciting, accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

SECTION II:

PERSONAL SERVICE CONTRACTING POLICY FOR THE CITY OF TILLAMOOK

A. **Personal services contract** means a contract with an independent contractor predominantly for services that require special training or certification, skill, technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, land surveyors, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants and property managers. The Contracting Agency shall have discretion to determine whether additional types of services not specifically mentioned in this paragraph fit within the definition of personal services.

- (1) The following criteria shall be considered in the evaluation and selection of a personal service contractor:
 - a. Specialized experience in the type of work to be performed.
 - b. Capacity and capability to perform the work, including any specialized services within the time limitations for the work.
 - c. Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable; and
 - d. Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable.
 - e. Any other factors relevant to the particular contract.
 - f. The City reserves the right to enter into direct contracts for services for architects, engineers and land surveyors in accordance with ORS 279C.115(2).
 - g. On contracts where the construction value is greater than \$900,000 and 10% or more of the funding is coming from State sources, Qualification Based (QBS) selection of architectural, engineering or land surveyor services in accordance with ORS 279C.110 will apply.
- (2) The selection procedures described in this section may be waived by the Contracting Agency, at his or her discretion where an emergency exists that could not have been reasonably foreseen and requires such prompt execution of a contract to remedy the situation that there is not sufficient time to permit utilization of the selection procedures.
- (3) The Contracting Agency is delegated the authority to sign all personal service contracts.

- (4) Nothing contained in this section shall preclude the City from complying with provisions of Federal or State law that require the city to utilize a different selection or contracting procedure.
- (5) Personal service contracts are those exclusively for the rendering of services where the particular skill or experience of the contractor is of the essence, or which involves a relation of special trust and confidence between the City and the contractor.
- (6) Personal service contracts shall not be used to engage persons who would be deemed City employees, rather than independent contractors.
- (7) All personal service contracts shall require the contractor to defend, indemnify, and hold harmless the City, its officers, agents and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance.
- (8) Prior to selection of a contractor, the City Recorder shall verify that the insurance requirements for particular services protect the City's interests.

B. The Contracting Agency may arrange for any or all interested prospective contractors to be interviewed for the assignment by an appropriate City employee, or by an interview committee. Following a review of the qualifications and interviews, where conducted, of the interested prospective contractor, the Contracting Agency shall select the prospective contractor, and shall prepare a personal service contract based upon model contract provisions prepared by the City Attorney.


Monthly Report to Mayor and Council
Police Department
December 2012

- Kurt Vanderhoff is doing well in FTEP and it is hoped he will be out on his own by April.
- We are working with a representative of Ecology and Environment, Inc, to look at updating our Incident response Plan for the City. We have reviewed the draft and when time allows, we will next review with the City Manager.
- We have completed all required training for DPSST for the 3 year cycle wending 2012. We are now planning training for the next 3 year cycle.
- Other things we are working on include updating our Policy and Procedures, updating inventory, reviewing school projects to include Every 15 Minutes, and reviewing ordinances that we use. We plan to support the Every 15 Minutes program in 2013 with the Sheriff's Department.
- We just received the rough codification of ordinances and CRA Brenda Bower and I will make every effort to review this as soon as possible with City Staff.
- Cadets and Officers were busy with community projects in December, to include Shop with a Cop, Toy Drive, City Lighting and Cadet functions, meeting(s). All went well. We had about 60 children for the Shop with a Cop.
- We met with a vendor for vehicle and Officer video systems and the vendor will now look at possible grants to help with purchase.
- Activity has again been very busy this month with Child Abuse investigations, burglaries, 2 calls involving the Oregon State Police Bomb Squad, the issue with the firearm in the theater, and infant death and many other investigations and calls. From 12/1/12 to 12/24/12 we have had 765 calls or activities. Last year for the same period we had 469.

City of Tillamook
210 Laurel Ave.
Tillamook, OR 97141



Memo

To: Paul Wyntergreen, City Manager
From: Arley Sullivan, Public Works Director 
Date: 18 December 2012
Re: Director's Report for December 2012

- Presented to Oregon Parks Department (OPD) a revised drawing of the 9th St. Park Upgrade Project. I was asked to move the new restroom location from the center of the park entrance to the west side of center. OPD requested a drawing showing the modification for their review.
- Worked with the County Public Works Department to grind the dip in the road at the west end of the project area on 3rd St. A more gentle slope was made to lessen the traffic noise from the steeper drop off at the point of transition between the "at grade" to sub-grade portion of the new street. It turned out well.
- Completed a draft Water Rules Ordinance that will be presented to the City Council in the near future for approval. When approved the new ordinance will repeal Ordinance 877 of the Water Commission Rules.
- Continuing to work on a new Purchasing Policy for the City that should simplify the present policy which is very lengthy and complex.
- To stay in compliance with ADA Standards we ordered an automatic door opener for the south entrance to City Hall. As soon as the opener has been received it will be installed at the earliest convenience.
- The WWTP has been operating very well during the rain events.
- The wastewater crew has been using the existing thickener machine in an experiment to make bio-solids cake to haul to Coffin Butte landfill. The process is working well making it possible to make cake without having to purchase a press to do the same job. The press costs around \$200-\$300,000.00. Cake hauling is far less expensive than hauling a 5% solution of bio-solids.
- I am sorry to report we just received notice that the 3rd Street SCA Grant application did not have enough points to qualify for the 2013 grant application competition.

General Fund Revenue Analysis				
City Hall Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance	185,000.00	185,000.00	-	100.00%
Animal Licenses	2,400.00	734.50	1,665.50	30.60%
Bldg Permits/Comm Dev Fee	5,000.00	24,789.14	(19,789.14)	495.78%
Cigarette Tax (Quarterly)	6,769.00	3,728.83	3,040.17	55.09%
Court Fines	57,500.00	17,203.01	40,296.99	29.92%
Equipment Sales / Used	2,000.00	-	2,000.00	0.00%
Grants	30,000.00	2,500.00	27,500.00	8.33%
Investment Earnings	200.00	21.89	178.11	10.95%
Land Sales / Police Bldg Surplus	83,000.00	-	83,000.00	0.00%
Licenses	1,111.00	116.00	995.00	10.44%
Liquor Tax (qtrly)	64,108.00	26,956.97	37,151.03	42.05%
Vehicle Impound	1,515.00	1,260.00	255.00	83.17%
Misc Fees	2,020.00	7,798.11	(5,778.11)	386.05%
Misc Permits	808.00	400.00	408.00	49.50%
Parking Fines	6,060.00	391.17	5,668.83	6.45%
Planning Fees	15,150.00	6,756.50	8,393.50	44.60%
Parking Space Rentals	10,000.00	6,510.00	3,490.00	65.10%
Property Tax (Feb thru March)	540,750.00	469,535.87	71,214.13	86.83%
Property Tax Prior	15,150.00	12,761.66	2,388.34	84.24%
Lien Search Revenue	400.00	225.00	175.00	56.25%
Transit/Visitor Center Rental	8,484.00	4,200.00	4,284.00	49.50%
Franchise / TPUD (quarterly)	388,850.00	178,692.50	210,157.50	45.95%
Franchise / Telephone (bi-annual)	90,000.00	40,146.92	49,853.08	44.61%
Franchise / Water-Sewer Utilities	74,357.00	32,527.11	41,829.89	43.74%
CAMI	15,000.00	7,500.00	7,500.00	50.00%
County Animal Control	16,000.00	8,000.04	7,999.96	50.00%
Urban Renewal Admin Reimb.	40,055.00	26,511.78	13,543.22	66.19%
Internal Service Charge (qtrly)	192,626.00	-	192,626.00	0.00%
State Revenue Sharing (qtrly)	44,886.00	22,204.19	22,681.81	49.47%
Total General Fund Revenues	1,899,199.00	1,086,471.19	812,727.81	57.21%

General Ledger Expenses vs. Budget				
Mayor and Council	Budgeted Amount	YTD	YTD Variance	Percent Expended
Communications	6,600.00	4,443.27	2,156.73	67.32%
Contractual Services	15,000.00	356.25	14,643.75	2.38%
Conference and Promotional	5,000.00	2,341.78	2,658.22	46.84%
Dues and Memberships	4,750.00	4,517.69	232.31	95.11%
Office Supplies	508.00	119.76	388.24	23.57%
Periodicals and Publications	102.00	-	102.00	0.00%
Postage	406.00	3.96	402.04	0.98%
Special Projects	1,200.00	125.00	1,075.00	10.42%
Travel/Subsistence	406.00	1,533.06	(1,127.06)	377.60%
Committee Mtgs Business	1,015.00	48.32	966.68	4.76%
Council Stipend	4,200.00	1,875.00	2,325.00	44.64%
Totals	39,187.00	15,364.09	23,822.91	39.21%

Admin Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
City Manager	91,703.00	45,174.00	46,529.00	49.26%
City Recorder	55,000.00	29,922.72	25,077.28	54.40%
Finance Officer	52,000.00	26,997.92	25,002.08	51.92%
Finance Assistant	38,640.00	19,032.00	19,608.00	49.25%
Executive Assistant	36,540.00	22,916.75	13,623.25	62.72%
Clerk	3,600.00	4,543.88	(943.88)	126.22%
Longevity	1,800.00	2,320.00	(520.00)	128.89%
Social Security	21,365.00	11,189.03	10,175.97	52.37%
Workers Comp	2,000.00	731.30	1,268.70	36.57%
PERS	39,000.00	18,104.28	20,895.72	46.42%
Medical Insurance	64,000.00	26,947.08	37,052.92	42.10%
Dental Insurance	7,933.00	3,505.30	4,427.70	44.19%
Life Insurance	363.00	181.50	181.50	50.00%
Payroll Totals	413,944.00	211,565.76	202,378.24	51.11%
Conference and Promotional	3,553.00	2,185.72	1,367.28	61.52%

Dues and Memberships	1,500.00	1,127.00	373.00	75.13%
Election Notices	1,000.00	-	1,000.00	0.00%
Equipment / Office	2,030.00	150.80	1,879.20	7.43%
Legal Notices	2,741.00	614.65	2,126.35	22.42%
Office Supplies	4,060.00	1,247.01	2,812.99	30.71%
Periodicals & Publications	100.00	-	100.00	0.00%
Postage	1,523.00	616.04	906.96	40.45%
Training/Education	2,030.00	434.00	1,596.00	21.38%
Travel/Subsistance	1,117.00	1,620.98	(503.98)	145.12%
Pymnt to Wtr/IT Risk Mgmt	10,000.00	-	10,000.00	0.00%
Utilities / Phone	5,000.00	917.54	4,082.46	18.35%
Misc. Expenditure	508.00	757.78	(249.78)	149.17%
Total Supplies & Expense	35,162.00	9,671.52	25,490.48	27.51%
Computer Upgrades	-	2,489.57	(2,489.57)	0.00%
Admin Fund Totals	449,106.00	223,726.85	225,379.15	49.82%

Planning Department	Budgeted Amount	YTD	YTD Variance	Percent Expended
Planner	58,655.00	29,118.28	29,536.72	49.64%
Longevity	500.00	-	500.00	0.00%
Social Security	4,525.00	2,227.52	2,297.48	49.23%
Workers Comp	1,300.00	785.10	514.90	60.39%
PERS	11,362.00	5,558.66	5,803.34	48.92%
Medical Insurance	15,032.00	6,918.51	8,113.49	46.03%
Dental Insurance	2,273.00	1,096.14	1,176.86	48.22%
Life Insurance	73.00	35.75	37.25	48.97%
Payroll Totals	93,720.00	45,739.96	47,980.04	48.80%

Contractual Services	25,000.00	400.00	24,600.00	1.60%
Conference & Promotional	305.00	-	305.00	0.00%
Dues & Memberships	102.00	-	102.00	0.00%
Legal Notices	914.00	483.00	431.00	52.84%
Office Supplies	1,320.00	400.04	919.96	30.31%
Periodicals & Publications	102.00	-	102.00	0.00%
Postage	406.00	29.76	376.24	7.33%
Training	1,421.00	415.00	1,006.00	29.20%
Training/Subsistance	203.00	31.00	172.00	15.27%
Recycling Program	200.00	-	200.00	0.00%
Total Supplies & Expense	29,973.00	1,758.80	28,214.20	1.04%
Planning Department Totals	123,693.00	47,498.76	76,194.24	38.40%

Police Department	Budgeted Amount	YTD	YTD Variance	Percent Expended
Police Chief	75,000.00	40,619.07	34,380.93	54.16%
Police Officer	50,628.00	24,696.00	25,932.00	48.78%
Police Officer	44,000.00	-	44,000.00	0.00%
Police Officer	56,628.00	29,334.00	27,294.00	51.80%
Police Officer	68,000.00	34,996.00	33,004.00	51.46%
Secretary	40,978.00	20,184.00	20,794.00	49.26%
Overtime	35,000.00	22,957.73	12,042.27	65.59%
Animal Control	36,795.00	18,126.00	18,669.00	49.26%
Police Officer	48,000.00	23,862.00	24,138.00	49.71%
Police Officer	62,856.00	31,428.00	31,428.00	50.00%
Longevity	11,000.00	6,469.00	4,531.00	58.81%
Certification Pay	15,036.00	3,950.00	11,086.00	26.27%
Cell Phone Reimbsmt	4,200.00	1,723.00	2,477.00	41.02%
Shift Differential	2,500.00	1,200.00	1,300.00	48.00%
Social Security	42,123.00	20,077.46	22,045.54	47.66%
Workers Comp	23,000.00	16,005.17	6,994.83	69.59%
PERS	82,000.00	43,297.93	38,702.07	52.80%
Downtown Resource Aide	-	2,520.00	(2,520.00)	0.00%
Medial/Dental/Vision	77,520.00	30,136.07	47,383.93	38.88%
Medical Insurance	42,677.00	19,918.38	22,758.62	46.67%
Dental Insurance	5,660.00	2,758.20	2,901.80	48.73%
Life Insurance	726.00	291.90	434.10	40.21%
Payroll Totals	824,327.00	394,549.91	429,777.09	47.86%
Communications	1,523.00	173.12	1,349.88	11.37%
Contractual Services	12,000.00	9,992.42	2,007.58	83.27%

**Percentage Of Fiscal Year 2012/2013
December 2012 50% of the year**

Dues & Memberships	305.00	-	305.00	0.00%
Fuel / Vehicle	29,000.00	12,198.05	16,801.95	42.06%
Investigation	500.00	-	500.00	0.00%
Maint / Building	5,000.00	2,084.96	2,915.04	41.70%
Maint / Equipment	1,015.00	1,097.28	(82.28)	108.11%
Maint / Service Contracts	4,060.00	986.42	3,073.58	24.30%
Maint / Vehicle	10,150.00	4,954.16	5,195.84	48.81%
Tillamook Narcotics Team	100.00	-	100.00	0.00%
Office Supplies	6,000.00	2,896.93	3,103.07	48.28%
Postage	2,030.00	607.39	1,422.61	29.92%
Special Programs	1,000.00	2,490.96	(1,490.96)	249.10%
Training	4,060.00	1,000.00	3,060.00	24.63%
Travel / Substinance	305.00	49.91	255.09	16.36%
Uniform Allowance	6,500.00	8,628.66	(2,128.66)	132.75%
Utilities / Phone	2,533.00	2,407.81	125.19	95.06%
Targets & Ammunition	3,500.00	1,011.00	2,489.00	28.89%
Animal Control	3,045.00	42.00	3,003.00	1.38%
LEDS	508.00	47.00	461.00	9.25%
Total Supplies & Expense	93,134.00	50,668.07	42,465.93	54.40%
Equipment / General	5,000.00	-	5,000.00	0.00%
PD Building Payments	83,000.00	-	83,000.00	0.00%
Vehicle	5,300.00	5,272.70	27.30	99.48%
Total Capital Outlay	93,300.00	5,272.70	88,027.30	5.65%
Police Department Totals	1,010,761.00	445,217.98	560,270.32	44.05%
City Hall Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Unemployment	10,000.00	3,927.00	6,073.00	39.27%
Payroll Totals	10,000.00	3,927.00	6,073.00	39.27%
Vacations Payable	10,000.00	-	10,000.00	0.00%
Audit	8,364.00	8,930.00	(566.00)	106.77%
Insurance Bldg./Vehicles	11,165.00	22,726.91	(11,561.91)	203.55%
Maint./Materials	3,045.00	742.91	2,302.09	24.40%
Maint./Service Contracts	29,000.00	12,107.47	16,892.53	41.75%
Safety Improvements	3,000.00	-	3,000.00	0.00%
Web Services	6,000.00	1,003.20	4,996.80	16.72%
Bldg.Maint.	3,500.00	1,027.74	2,472.26	29.36%
Utilities / Power	7,613.00	3,203.12	4,409.88	42.07%
Total Supplies & Expense	81,687.00	49,741.35	31,945.65	60.89%
Transfer to Water Fund (bi-annual)	78,000.00	-	78,000.00	0.00%
Total Transfers Out	78,000.00	-	78,000.00	0.00%
City Hall Fund Totals	169,687.00	53,668.35	116,018.65	31.63%
Total General Fund Revenues	1,899,199.00	1,086,471.19	812,727.81	57.21%
Total General Fund Expenses	1,792,434.00	785,476.03	1,001,685.27	43.82%
Revenues vs Expense	106,765.00	300,995.16	(188,957.46)	

**Street Fund
Revenue Analysis**

Street Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance	138,627.00	78,487.00	60,140.00	56.62%
Investment Earnings	175.00	19.76	155.24	11.29%
Misc./Surplus City Shops	202.00	433.76	(231.76)	214.73%
State Gas Tax	159,265.00	93,034.61	66,230.39	58.41%
City Sanitary Franchise (bi-annual)	33,936.00	26,457.36	7,478.64	77.96%
Franchise / Charter (Parks biannual)	30,300.00	15,895.99	14,404.01	52.46%
SCA Grant	50,000.00	28,036.04	21,963.96	56.07%
From Local Fuel Tx Fund #2	120,000.00	65,541.75	54,458.25	54.62%
Flood Mitigation Reimb.	72,830.00	72,830.00	-	100.00%
Carnahan Park User Fees	2,500.00	2,673.45	(173.45)	106.94%
Transfer from Carnahan Park	6,500.00	6,400.00	100.00	98.46%
Linden Drive LID Assessments	4,200.00	2,590.78	1,609.22	61.69%
Trans in from TRT Events, Labor	25,000.00	-	25,000.00	0.00%
OTIA I,II,III	116,886.00	45,822.99	71,063.01	39.20%
Property Lease Income	15,000.00	7,535.00	7,465.00	50.23%
Property Tax from Vendors	1,515.00	409.76	1,105.24	27.05%
Balance from Fuel Fund / Billboard	3,500.00	-	3,500.00	0.00%
Total Street Fund Revenues	780,436.00	446,168.25	334,267.75	57.17%

**General Ledger
Expenses vs. Budget**

Street Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Lead Operator	51,000.00	26,232.98	24,767.02	51.44%
Equipment Operator / Laborer	45,176.00	21,606.00	23,570.00	47.83%
PW Technician	40,978.00	23,273.44	17,704.56	56.79%
Laborer	21,289.00	10,181.95	11,107.05	47.83%
O/T	8,000.00	349.88	7,650.12	4.37%
Longevity	5,969.00	7,021.00	(1,052.00)	117.62%
Social Security	14,852.00	6,895.94	7,956.06	46.43%
Workers Comp	13,230.00	8,669.62	4,560.38	65.53%
PERS	30,439.00	17,270.76	13,168.24	56.74%
Medical Insurance	40,135.00	19,102.67	21,032.33	47.60%
Dental Insurance	7,200.00	2,909.47	4,290.53	40.41%
Life Insurance	223.00	129.27	93.73	57.97%
Unemployment	10,000.00	-	10,000.00	0.00%
Vacations Payable	5,560.00	-	5,560.00	0.00%
Total Payroll	294,051.00	143,642.98	150,408.02	48.85%
Audit	4,200.00	4,465.00	(265.00)	106.31%
Equipment / Misc	4,060.00	4,015.17	44.83	98.90%
Fuel / Vehicle	15,000.00	5,822.71	9,177.29	38.82%
Insurance	2,030.00	4,499.41	(2,469.41)	221.65%
Maint / Building	4,000.00	552.64	3,447.36	13.82%
Maint / Equipment	12,000.00	8,884.60	3,115.40	74.04%
Maint / Materials	9,000.00	1,329.40	7,670.60	14.77%
RARE Intern (quarterly)	13,000.00	4,750.00	8,250.00	36.54%
Carnahan Park Marine Maint.	11,517.00	2,584.47	8,932.53	22.44%
Signs & Roadmarkings	14,000.00	7,823.04	6,176.96	55.88%
Parks Materials	4,568.00	3,440.02	1,127.98	75.31%
Training	2,030.00	685.36	1,344.64	33.76%
Travel / Subsistence	1,523.00	107.90	1,415.10	7.08%
Uniform Allowance	1,500.00	400.00	1,100.00	26.67%
Property Tx for Vendor Sites	1,515.00	1,039.83	475.17	68.64%
Utilities / Phone	2,600.00	1,758.64	841.36	67.64%
Utilities / Power	44,254.00	18,761.77	25,492.23	42.40%
Internal Service Charge (qtrly)	33,705.00	-	33,705.00	0.00%
Flood Mitigation Expenses	72,830.00	72,830.00	-	100.00%
Loan Repayment to Sewer Fund	12,240.00	-	12,240.00	0.00%
Total Supplies & Expense	265,572.00	143,749.96	121,822.04	54.13%
Bicycle / Pedestrian Facilities	1,592.00	-	1,592.00	0.00%
Equipment / Misc	1,000.00	-	1,000.00	0.00%
Road Improvements	62,930.00	10,024.69	52,905.31	15.93%

Preventative Maintenance	30,450.00	6,715.56	23,734.44	22.05%
SCA Grant Project (annual)	50,000.00	28,036.04	21,963.96	56.07%
Parks Grant Match	5,400.00	-	5,400.00	0.00%
Property Purchase	33,650.00	25,458.25	8,191.75	75.66%
Total Capital Outlay	185,022.00	70,234.54	114,787.46	37.96%
Linde Drive LID Loan Pmt (annual)	12,630.00	12,630.00	-	100.00%
Total Debt Service	12,630.00	12,630.00	-	100.00%
Total Street Fund Expenses	757,275.00	370,257.48	387,017.52	11.40%
Total Street Fund Revenues	780,436.00	446,168.25	334,267.75	57.17%
Total Street Fund Expenses	757,275.00	370,257.48	387,017.52	11.40%
Revenues vs Expense	23,161.00	75,910.77	(52,749.77)	

Water Fund Revenue Analysis				
Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Encumbered
Beginning Fund Balance	763,000.00	556,806.00	206,194.00	72.98%
Pmt. from Sewer Fund	34,510.00	-	34,510.00	0.00%
Internal Service Charge IT Risk	10,000.00		10,000.00	0.00%
Interest Income	505.00	82.23	422.77	16.28%
Water Revenues	1,446,887.00	802,097.26	644,789.74	55.44%
Connection Fees	1,500.00		1,500.00	0.00%
Labor and Equipment	1,000.00		1,000.00	0.00%
Reconnects	1,000.00	350.00	650.00	35.00%
Miscellaneous Income	6,400.00	11,200.66	(4,800.66)	175.01%
Loan Repayment from GF (May)	80,000.00		80,000.00	0.00%
Flood Mitigation Reimb.	100.00		100.00	0.00%
FEMA Bay City Intertie Reimb.	81,202.00		81,202.00	0.00%
Council Beautification Awards	1,200.00		1,200.00	0.00%
Total Water Fund Revenue	2,427,364.00	1,379,336.92	1,048,027.08	56.84%

General Ledger Expenses vs. Budget				
Water Fund	Budgeted Amount	YTD	YTD Variance	Percent Encumbered
Public Works Director	67,406.00	38,967.46	28,438.54	57.81%
Asst.PW Director	66,553.00	28,580.92	37,972.08	42.94%
Field Supervisor	47,804.00	23,550.00	24,254.00	49.26%
Lead Op	45,000.00	14,560.00	30,440.00	32.36%
Utility Worker I	35,048.00	18,782.80	16,265.20	53.59%
Lead Op	45,000.00	22,060.00	22,940.00	49.02%
Water Clerk	35,000.00	17,548.86	17,451.14	50.14%
OT	25,000.00	25,875.19	(875.19)	103.50%
Longevity	3,891.00	5,523.00	(1,632.00)	141.94%
Standby By Time	5,400.00	2,695.03	2,704.97	49.91%
Social Security	28,722.00	14,163.27	14,558.73	49.31%
Workers Comp	15,000.00	11,841.47	3,158.53	78.94%
PERS	50,317.00	22,599.08	27,717.92	44.91%
Unemployment	15,000.00	-	15,000.00	0.00%
Vacations Payable	15,560.00	-	15,560.00	0.00%
Health Insurance Shop	74,087.00	38,411.26	35,675.74	51.85%
Dental	12,600.00	4,742.35	7,857.65	37.64%
Life	508.00	232.93	275.07	45.85%
Total Payroll	587,896.00	290,133.62	297,762.38	49.35%
Audit	5,150.00	5,640.00	(490.00)	109.51%
Legals	1,000.00	379.50	620.50	37.95%
Repairs	203.00	-	203.00	0.00%
Maintenance Agreements	9,000.00	3,992.41	5,007.59	44.36%
Misc Copier	1,000.00	370.27	629.73	37.03%
Bank Charges	305.00	-	305.00	0.00%
Permits and Licenses	5,075.00	424.80	4,650.20	8.37%
Postage	8,120.00	3,478.02	4,641.98	42.83%
Office Mileage	102.00	-	102.00	0.00%
Telephone	12,000.00	4,245.92	7,754.08	35.38%
Office Lights and Power	500.00	-	500.00	0.00%
Advertising	1,015.00	-	1,015.00	0.00%
Internal Service Fee to GF	73,851.00	-	73,851.00	0.00%
Total Supplies & Expense Office	117,321.00	18,530.92	98,790.08	15.80%
Meetings/Schools/Training	15,000.00	1,712.03	13,287.97	11.41%
Dues and Subscriptions	4,000.00	225.00	3,775.00	5.63%
General Insurance	21,000.00	14,110.99	6,889.01	67.20%
Repairs Janitorial	500.00	-	500.00	0.00%
Shop Building and Yard repair	1,000.00	387.91	612.09	38.79%
Radio Repairs and replacement	3,000.00	-	3,000.00	0.00%
Small tool repair & purchase	5,075.00	613.30	4,461.70	12.08%
Lights and Power	3,000.00	626.37	2,373.63	20.88%
Shop Operating Supplies	5,075.00	9,039.92	(3,964.92)	178.13%
Freight	500.00	-	500.00	0.00%

Miscellaneous	1,750.00	-	1,750.00	0.00%
Office Supplies	7,105.00	4,361.66	2,743.34	61.39%
Flood Mitigation Expenses	100.00	-	100.00	0.00%
Fire Control Tax/Timber (annual)	6,000.00	5,557.36	442.64	92.62%
Total Supplies & Expense Shop	73,105.00	36,634.54	36,470.46	50.11%
Vehicle Operating Expenses	30,000.00	11,769.24	18,230.76	39.23%
Equipment Maint.	30,000.00	19,410.41	10,589.59	64.70%
Portable Vac	500.00	-	500.00	0.00%
Total Vehicle Expenses	60,500.00	31,179.65	29,320.35	51.54%
Chemicals Filter Plant	27,000.00	7,561.42	19,438.58	28.01%
Repairs Filter Plant	30,000.00	8,533.19	21,466.81	28.44%
Supplies Filter Plant	3,000.00	773.65	2,226.35	25.79%
Miscellaneous	1,000.00	-	1,000.00	0.00%
Power Filter Plant	8,500.00	12,371.49	(3,871.49)	145.55%
Propane Filter Plant	5,075.00	-	5,075.00	0.00%
Total Filter Plant Expenses	74,575.00	29,239.75	45,335.25	39.21%
Well #1	1,000.00	129.96	870.04	13.00%
Well #2	20,000.00	4,606.89	15,393.11	23.03%
Well #3	20,000.00	8,665.51	11,334.49	43.33%
Total Wells Operation Expenses	41,000.00	13,402.36	27,597.64	32.69%
System Repairs	90,000.00	25,701.21	64,298.79	28.56%
Meter Test / Repair	10,000.00	1,493.41	8,506.59	14.93%
Engineering and Surveys	150,000.00	3,154.10	146,845.90	2.10%
Stock Purchases Shop	40,000.00	36,307.90	3,692.10	90.77%
System Upgrade	100,000.00	111,958.01	(11,958.01)	111.96%
Trask River Crossing	1,000.00	-	1,000.00	0.00%
Water Testing	35,000.00	9,170.00	25,830.00	26.20%
Total System Repair Expenses	426,000.00	187,784.63	238,215.37	44.08%
Office Equipment	1,015.00	-	1,015.00	0.00%
Computer Expense	2,030.00	342.73	1,687.27	16.88%
GIS System	5,000.00	-	5,000.00	0.00%
Port Water Line	500.00	-	500.00	0.00%
Port Meter	500.00	-	500.00	0.00%
Hwy 101 South Line	1,000.00	-	1,000.00	0.00%
Capital Auto Meter Read	1,000.00	-	1,000.00	0.00%
Service Truck Replacement	30,000.00	-	30,000.00	0.00%
New Office Building	50,000.00	25,240.25	24,759.75	50.48%
Forklift	20,000.00	20,409.50	(409.50)	102.05%
Reserves fro Replacement	255,000.00	-	255,000.00	0.00%
Intertie	126,000.00	-	126,000.00	0.00%
Total Capital Outlay	492,045.00	45,992.48	446,052.52	9.35%
Principal Bond #2	128,374.00	128,374.16	(0.16)	100.00%
Interest Bond #2	28,392.00	28,392.84	(0.84)	100.00%
Principal Bond #3	81,594.00	81,593.85	0.15	100.00%
Interest Bond #3	18,046.00	18,046.15	(0.15)	100.00%
Principal Bond #4	28,476.00	-	28,476.00	0.00%
Interest Bond #4	10,922.00	-	10,922.00	0.00%
Total Debt Services	295,804.00	256,407.00	39,397.00	86.68%
Total Water Fund Expenses	2,168,246.00	909,304.95	1,199,572.59	41.94%
Total Water Fund Revenues	2,427,304.00	1,370,536.15	1,056,767.85	56.46%
Total Water Fund Expenses	2,168,246.00	909,304.95	1,199,572.59	41.94%
Revenues vs Expense	259,058.00	461,231.20	(142,804.74)	

Sewer Fund Revenue Analysis				
Sewer Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance	1,000,000.00	1,992,135.00	(992,135.00)	199.21%
Connection Fees	5,050.00	-	5,050.00	0.00%
Investment Earnings	2,000.00	837.65	1,162.35	41.88%
Misc.Fees/Biosolids	10,000.00	22,792.50	(12,792.50)	227.93%
Special Revenues	2,020.00	776.36	1,243.64	38.43%
User Fees	1,962,313.00	1,128,000.01	834,312.99	57.48%
Loan Repayment from Street Fund	12,240.00	-	12,240.00	0.00%
Total Revenues	2,993,623.00	3,144,541.52	(150,918.52)	105.04%

General Ledger Expenses vs. Budget				
Sewer Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
Sewer Plant Supervisor	55,346.00	27,657.23	27,688.77	49.97%
PW Laborer	21,288.00	10,182.05	11,105.95	47.83%
Overtime	25,000.00	16,047.01	8,952.99	64.19%
WWTP Operator II	32,480.00	23,757.28	8,722.72	73.14%
WWTP Supervisor	59,233.00	30,624.00	28,609.00	51.70%
Longevity	4,677.00	2,726.00	1,951.00	58.29%
Social Security	13,933.00	9,188.56	4,744.44	65.95%
Workers Comp	13,500.00	6,027.71	7,472.29	44.65%
PERS	40,000.00	17,720.08	22,279.92	44.30%
Medical Insurance	34,513.00	18,891.03	15,621.97	54.74%
Dental Insurance	4,346.00	2,696.77	1,649.23	62.05%
Life Insurance	290.00	133.90	156.10	46.17%
Unemployment	17,000.00	-	17,000.00	0.00%
Vacations Payable	14,000.00	-	14,000.00	0.00%
Standby Time	5,400.00	2,970.12	2,429.88	55.00%
Total Payroll	341,006.00	168,621.74	138,954.38	49.45%
Chemicals/Chlorine	114,000.00	39,195.40	74,804.60	34.38%
Audit	4,120.00	4,465.00	(345.00)	108.37%
Utility Franchise Fee to GF (qtrly)	38,125.00	18,888.08	19,236.92	49.54%
Fuel / Vehicle	7,000.00	4,361.23	2,638.77	62.30%
Insurance	27,405.00	17,072.88	10,332.12	62.30%
Maint / Equipment	20,000.00	50,849.67	(30,849.67)	254.25%
Maint / Lift Stations	10,000.00	3,734.50	6,265.50	37.35%
Maint / Materials	15,000.00	11,619.60	3,380.40	77.46%
Maint / Service Contracts	500.00	845.00	(345.00)	169.00%
Maint / Vehicle	30,450.00	927.99	29,522.01	3.05%
Office Supplies	2,538.00	225.21	2,312.79	8.87%
Permits / Licenses	9,000.00	6,533.00	2,467.00	72.59%
Postage	1,015.00	730.17	284.83	71.94%
Special Projects	5,000.00	12,010.63	(7,010.63)	240.21%
WWTP Upgrade Legal Fees	30,000.00	40,028.13	(10,028.13)	133.43%
Training	3,000.00	642.04	2,357.96	21.40%
Travel/Subsistence	500.00	26.19	473.81	5.24%
Uniform Allowance	2,500.00	817.62	1,682.38	32.70%
Utilities / Phone	7,000.00	2,926.10	4,073.90	41.80%
Utilities / Power	55,000.00	26,916.69	28,083.31	48.94%
Supplies / Laboratory	18,000.00	4,084.31	13,915.69	22.69%
Propane	10,000.00	1,671.06	8,328.94	16.71%
Bio Solids	31,500.00	2,560.46	28,939.54	8.13%
Pressure Sewer	-	1,301.00	(1,301.00)	0.00%
Internal Service fee to GF	81,049.00	-	81,049.00	0.00%
Total Supplies & Expense	522,702.00	252,431.96	270,270.05	48.29%
Equipment / Miscellaneous	5,000.00	1,331.20	3,668.80	26.62%
Special Programs / Cross Connect	80,000.00	5,100.00	74,900.00	6.38%
Total Capital Outlay	85,000.00	6,431.20	78,568.80	7.57%
Hwy 101 Gravity Line Financing	150,000.00	-	150,000.00	0.00%
Principal Loan #1 (timing)	166,126.00	82,287.20	83,838.80	49.53%
Interest Loan #1	11,213.00	6,382.10	4,830.90	56.92%
Fees	1,281.00	-	1,281.00	0.00%

Principal Loan #2	22,149.00	10,987.00	11,162.00	49.60%
Interest Loan #2	9,471.00	4,823.00	4,648.00	50.92%
Fees	1,457.00	-	1,457.00	0.00%
Principal Loan #4	36,349.00	18,124.00	18,225.00	49.86%
Interest Loan #4	917.00	509.00	408.00	55.51%
Principal Loan #5	9,195.00	4,565.00	4,630.00	49.65%
Interest Loan #5	3,929.00	1,997.00	1,932.00	50.83%
Fees	688.00	-	688.00	0.00%
Anderson Loan	15,175.00	15,175.00	-	100.00%
Principal Loan #6 R91567	635,830.00	315,650.00	320,180.00	49.64%
Interest Loan #6	449,030.00	226,780.00	222,250.00	50.50%
Fees	77,439.00	-	77,439.00	0.00%
Principal Loan #7 R91568	9,218.00	-	9,218.00	0.00%
Interest Loan #7	13,939.00	13,776.00	163.00	98.83%
Fees	2,500.00	-	2,500.00	0.00%
OECD Loan	73,678.00	73,677.74	0.26	100.00%
Total Debt Services	1,689,584.00	774,733.04	914,850.96	45.85%
Total Sewer Fund Expenses	2,672,802.00	1,202,217.94	1,437,154.19	44.98%
Transfer to Water Department	34,510.00	-	34,510.00	0.00%
Total Transfers	34,510.00	-	34,510.00	0
Total Revenues	2,993,623.00	3,144,541.52	(150,918.52)	105.04%
Total Sewer Fund Expenses	2,672,802.00	1,202,217.94	1,437,154.19	44.98%
Revenues vs Expense	320,821.00	1,942,323.59	(1,588,072.71)	

**Percentage of Fiscal Year 2012/2013
December 50% of the year**

SDC Fund Revenue Analysis				
SDC Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Beginning Fund Balance Wtr SDC	-	199,811.62	(199,811.62)	0.00%
Interest Earnings Water	100.00	-	100.00	0.00%
SDC Water Income	5,000.00	-	5,000.00	0.00%
Interest Earnings Storm Drain	1,000.00	-	1,000.00	0.00%
SDC Storm Drain Income	100.00	-	100.00	0.00%
Beginning Fund Balance Swr SDC	-	87,129.55	(87,129.55)	0.00%
Interest Earnings Sewer	1,000.00	-	1,000.00	0.00%
SDC Sewer Income	100.00	-	100.00	0.00%
Total SDC Revenues	7,300.00	286,941.17	(279,641.17)	3930.70%

General Ledger Expenses vs. Budget				
SDC Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
SDC Water Expenses	5,100.00	-	5,100.00	0.00%
SDC Storm Drain Expenses	1,100.00	-	1,100.00	0.00%
SDC Sewer Expenses	1,100.00	-	1,100.00	0.00%
Total SDC Expenses	7,300.00	-	7,300.00	0.00%
Total Water SDC Revenues	5,100.00	199,811.62	(194,711.62)	3930.70%
Total Water SDC Expenses	5,100.00	-	5,100.00	0.00%
<u>Revenues vs Expense</u>	-	199,811.62	(199,811.62)	
Total Sewer SDC Revenues	1,100.00	87,129.55	(86,029.55)	7920.87%
Total Sewer SDC Expenses	1,100.00	-	1,100.00	0.00%
<u>Revenues vs Expense</u>	-	87,129.55	(87,129.55)	
Total Storm Drain Revenues	1,100.00	-	1,100.00	0.00%
Total Storm Drain Expenses	1,100.00	-	1,100.00	0.00%
<u>Revenues vs Expense</u>	-	-	-	

**Percentage of Fiscal Year 2012/2013
December 50% of the year**

TRT Fund				
TRT Fund	Budgeted Amount	YTD	YTD Variance	Percent Received
Cash Carry Over	-	43,049.00	(43,049.00)	0.00%
Hotel / Motel Tax	213,885.00	179,785.34	34,099.66	84.06%
State Regulated Hotel/Motel 2%	61,110.00	-	61,110.00	0.00%
Investment Earnings	40.00	(4.03)	44.03	-10.08%
Misc Fees	10.00	-	10.00	0.00%
Add'l 10% TRT Tax	35,000.00	20,774.75	14,225.25	59.36%
Business Registration Fees	36,000.00	9,878.75	26,121.25	27.44%
Business Surcharge	10,000.00	3,143.75	6,856.26	31.44%
Total TRT Revenues	356,045.00	213,578.56	142,466.45	59.99%
Capital Outlay				
TRT Fund	Budgeted Amount	YTD	YTD Variance	Percent Expended
TRT Officer	47,222.00	23,052.00	24,170.00	48.82%
TRT Officer	47,222.00	15,908.00	31,314.00	33.69%
Overtime	10,000.00	5,962.75	4,037.25	59.63%
Social Security	7,990.00	3,370.48	4,619.52	42.18%
Workers Comp	6,000.00	25.93	5,974.07	0.43%
PERS	12,032.00	1,639.10	10,392.90	13.62%
Medical/Dental Insurance	31,680.00	12,002.21	19,677.79	37.89%
Life Insurance	218.00	46.90	171.10	21.51%
Vacations Payable	200.00	5.89	194.11	2.95%
Total Payroll	162,564.00	62,013.26	100,356.63	38.15%
Business License Surcharge / TRA	10,000.00	1,243.75	8,756.25	12.44%
Farmer's Market/Office Supplies	9,450.00	237.02	9,212.98	2.51%
Chamber Promotion (qtrly)	56,700.00	36,536.22	20,163.78	64.44%
Council Priorities	39,014.00	22,198.89	16,815.11	56.90%
Total Supplies & Expense	115,164.00	60,215.88	54,948.12	52.29%
Unrestricted Reserves	50,000.00	10,540.00	39,460.00	21.08%
Total Capital Outlay	50,000.00	10,540.00	39,460.00	21.08%
Transfer to Streets-Unrestricted	25,000.00	-	25,000.00	0.00%
Total Transfers	25,000.00	-	25,000.00	0.00%
Total TRT Fund Expenses	352,728.00	132,769.14	219,958.86	37.64%
Total TRT Revenues	356,045.00	213,578.56	142,466.45	59.99%
Total TRT Fund Expenses	352,728.00	132,769.14	219,958.86	37.64%
Revenues vs Expense	3,317.00	80,809.42	(77,298.31)	



Tillamook County Assessment and Taxation

Land of Cheese, Trees, and Ocean Breeze

201 Laurel Avenue
Tillamook, OR 97141
Assessment & Taxation: 503-842-3400
FAX: 503-842-3448
www.co.tillamook.or.us

January 3, 2013

Paul Wyntergreen
Tillamook City Manager
210 Laurel Ave
Tillamook, OR 97141



RE: Annexation to the City of Tillamook (Ordinance #1248 approved March 16, 2010)

Dear Mr. Wyntergreen:

It has come to the Assessor's and my attention that we unintentionally overlooked processing the annexation order described above. We regret that our office has no record of when we received a copy of the ordinance. However, we did receive a copy of the March 18, 2010 Oregon Dept of Revenue approval letter on March 24, 2010 which was filed away inadvertently before all the appropriate parties in our office had reviewed or processed the annexation.

We have decided to correct the maps and properties involved going forward for the 2013 tax year. After consulting with the Finance and Taxation Unit at the Property Tax section of the Dept of Revenue, we have confirmed that prior years could be corrected under ORS 311.205. However, due to the process described in OAR 150-311.206-(B), the City of Tillamook would not receive the full amount that we would bill the property owners that were missed. We have estimated that to be approximately \$100 spread out over three years which would only be a portion of the extra amount we would have to bill the 15 parcels and tax payers. We believe the time to process the corrections would most likely outweigh the small gain to the city and we are truly apologetic for that.

Please feel free to call myself or Denise Vandecoevering if you have any further questions concerning this matter.

Sincerely,

Paula Arthur
Chief Deputy Assessor

.cc Denise Vandecoevering, Assessor/Tax Collector
Abigail Donowho, Tillamook City Recorder

Accounts Payable

Computer Check Proof List



User: adm

Printed: 01/04/2013 - 3:10 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4607 2262	Bayside Surveying Boundary line adj Fawcett Ck intake Check Total:	3,120.00 3,120.00	01/07/2013	Check Sequence: 1 021-06-55065	ACH Enabled: No
Vendor:0041 I 013123	Bell's Office Machines Car phone charger-WW Div Check Total:	19.95 19.95	01/07/2013	Check Sequence: 2 022-22-53230	ACH Enabled: No
Vendor:4924 2505-1.2.13 2505-1.2.2013	Blue Heron Vending & Coffee Se Dec 2012 cooler rental,2 water-City Hall Dec 2012 cooler rental-St Div Check Total:	24.00 10.00 34.00	01/07/2013 01/07/2013	Check Sequence: 3 010-10-53240 020-20-53200	ACH Enabled: No
Vendor:1087 1.2.13	Erica Bomar Reimb for new computer mouse-PD Check Total:	12.99 12.99	01/07/2013	Check Sequence: 4 010-07-53270	ACH Enabled: No
Vendor:0028 12-56525 12-56538 12-56653 12-56702 12-56749	Boyd's Implement Service, LLC Wtr Div Vactor - bracket Wtr Div Vactor - maint. check/belts Camlock and fittings-WW Div Wtr Div Vactor - hitch & rear lights Work on Water Div pumps Check Total:	21.25 1,091.47 108.00 368.00 227.50 1,816.22	01/07/2013 01/07/2013 01/07/2013 01/07/2013 01/07/2013	Check Sequence: 5 021-03-53252 021-03-53252 022-22-53230 021-03-53252 021-03-53252	ACH Enabled: No
Vendor:4478 12-12 Stmt-1 12-12 Stmt-2 12-12 Stmt-3 12-12 Stmt-4	CenturyLink Communications, In #313702676(503-842-4155) WWTP #313245010(503-842-7706) 12th St Lift St #314146376(503-842-3060) Filter Plant #313364492(503-842-2091) Swr Lift Statio	175.57 43.50 224.52 43.63	01/07/2013 01/07/2013 01/07/2013 01/07/2013	Check Sequence: 6 022-22-53420 022-22-53420 021-01-53420 022-22-53420	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
12-12 Stmt-5	#313436814(503-842-2578) Swr Lift St	43.63	01/07/2013	022-22-53420	
12-12 Stmt-6	#426065689(503-842-6152) St Div	167.72	01/07/2013	020-20-53420	
	Check Total:	698.57			
Vendor:4262	Charter Communications			Check Sequence: 7	ACH Enabled: No
12.25.12 Stmt	503-815-8217, 1/5 to 2/4/13	155.14	01/07/2013	010-01-53050	
12.26.12 Stmt	503-815-1900, 1/6 to 2/5/13	36.49	01/07/2013	010-07-53420	
	Check Total:	191.63			
Vendor:4894	CHS			Check Sequence: 8	ACH Enabled: No
241022	Annual lease LP tank-WW Div	1.00	01/07/2013	022-22-53450	
975692	Propane 209.4 gals @\$1.40-WW Div	293.16	01/07/2013	022-22-53450	
	Check Total:	294.16			
Vendor:0089	Coast Printing and Stationary			Check Sequence: 9	ACH Enabled: No
H8581	500 door hangers-Wtr Office	139.90	01/07/2013	021-02-53270	
	Check Total:	139.90			
Vendor:4786	Compliance Solutions			Check Sequence: 10	ACH Enabled: No
400-St Div	Powered Ind. Truck Op Training 12.5.12	431.16	01/07/2013	020-20-53380	
400-Wtr Div	Powered Ind. Truck Op Training 12.5.12	231.18	01/07/2013	021-02-53070	
400-WW Div	Powered Ind. Truck Op Training 12.5.12	231.16	01/07/2013	022-22-53380	
	Check Total:	893.50			
Vendor:4804	Computer Support & Services, L			Check Sequence: 11	ACH Enabled: No
1962 Oct '12	IT Serv Cont,backup,exchg server	269.00	01/07/2013	021-06-53020	
1962 Oct '12	IT Serv Cont,backup,exchg serv-.5 hr ovr	301.35	01/07/2013	022-22-53210	
1962 Oct '12	Exchange server-.5 hr labor-PD	49.10	01/07/2013	010-07-53240	
1962 Oct '12	Exchange server	9.00	01/07/2013	010-01-53060	
1962 Oct '12	Exchange server	1.25	01/07/2013	020-20-53130	
1962 Oct '12	IT Serv Cont,backup,exchg server	270.30	01/07/2013	010-10-53240	
2148-12.12	Exchange server, Dec'12	9.00	01/07/2013	010-01-53060	
2148-12.12	Exchange server, Dec'12	1.25	01/07/2013	020-20-53130	
2148-12.12	IT Serv Cont,backup,exchg server Dec'12	263.85	01/07/2013	022-22-53210	
2148-12.12	IT Serv Cont,backup,exchg server Dec'12	269.00	01/07/2013	021-06-53020	
2148-12.12	IT Serv Cont,backup,exchg server Dec'12	270.30	01/07/2013	010-10-53240	
2148-12.12	Exchange server, Dec'12	11.60	01/07/2013	010-07-53240	
	Check Total:	1,725.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0002 058960 059209 059228	Davison Auto Parts Inc. Speed allen wrenches-Christmas Fork lift brake-Wtr Div Air freshener,electrical conn grease-St Check Total:	9.98 394.00 10.98 414.96	01/07/2013 01/07/2013 01/07/2013	Check Sequence: 12 070-70-53365 021-03-53252 020-20-53210	ACH Enabled: No
Vendor:4224 #15312895-482 #15316135-482	Don G. Averill Recycling Inc. Biosolids hauling Biosolids hauling Check Total:	583.55 712.25 1,295.80	01/07/2013 01/07/2013	Check Sequence: 13 022-22-53460 022-22-53460	ACH Enabled: No
Vendor:4514 96587 96596 96603	EC Electrical Construction Co. Labor on huber screen controls Replc pump control float-2175 Larson Rd Labor/3 phase monitor relay-Well 2 Check Total:	552.36 418.76 92.06 1,063.18	01/07/2013 01/07/2013 01/07/2013	Check Sequence: 14 022-22-53210 022-22-53210 021-04-53200	ACH Enabled: No
Vendor:4360 102224	Electric Motor & Machine Co. Baldor 3HP motor-Wtr plant Check Total:	460.00 460.00	01/07/2013	Check Sequence: 15 021-04-53200	ACH Enabled: No
Vendor:4990 0200700.12/12 0200700.12/12	Fairview Water District #0200700-4402 3rd Water, Dec 2012 #0200700-4402 3rd Water, Dec 2012 Check Total:	7.90 7.90 15.80	01/07/2013 01/07/2013	Check Sequence: 16 020-20-53420 021-02-53240	ACH Enabled: No
Vendor:0196 66647 72315	Hallowell Loggers Supply, Inc. Weed eater line replacement-Parks File 6 chains-St Div Check Total:	20.25 48.00 68.25	01/07/2013 01/07/2013	Check Sequence: 17 020-20-53350 020-20-53210	ACH Enabled: No
Vendor:5009 1.2.13	James Harrell Reimb for cell phone per contract-PD Check Total:	99.00 99.00	01/07/2013	Check Sequence: 18 010-07-53210	ACH Enabled: No
Vendor:0198 93737	Headlight Herald Pub Ntc CU-12-04, PUD 12/19/12 Check Total:	222.60 222.60	01/07/2013	Check Sequence: 19 010-05-53190	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0241	Kimmel's Hardwares & Houseware			Check Sequence: 20	ACH Enabled: No
16105	Screw drivers & screws-Wtr Div	21.49	01/07/2013	021-02-53250	
16137	2 rubber paint/sealer-Wtr Div	39.98	01/07/2013	021-02-53250	
16547	Pipe insulation,sealer-Wtr Div	33.44	01/07/2013	021-02-53250	
16611	2-4pk D batteries,2 cs bottled wtr-Wtr D	31.36	01/07/2013	021-02-53250	
16615	Connectors,valves,batteries-Wtr Div	82.88	01/07/2013	021-02-53250	
16876	4-9V batteries-Wtr Div	27.96	01/07/2013	021-02-53250	
	Check Total:	237.11			
Vendor:0920	M.H. Welding			Check Sequence: 21	ACH Enabled: No
33146	Equipment accessories-WW Div	31.74	01/07/2013	022-22-53230	
33302	3/16x45"x48" aluminum plate-WW Div	236.00	01/07/2013	022-22-53230	
33357	Equipment accessories-WW Div	33.70	01/07/2013	022-22-53230	
33413	Equipment accessories-WW Div	19.03	01/07/2013	022-22-53230	
	Check Total:	320.47			
Vendor:4472	Marc Nelson Oil Products			Check Sequence: 22	ACH Enabled: No
CL11311	01-0006091, Street fuel 12/1 to 12/15/12	408.49	01/07/2013	020-20-53140	
CL11311	01-0006091, Wtr fuel 12/1 to 12/15/12	813.29	01/07/2013	021-03-53140	
CL11311	01-0006091, WWTP fuel 12/1 to 12/15/12	101.93	01/07/2013	022-22-53140	
	Check Total:	1,323.71			
Vendor:4440	Mary Veek-Kendrick			Check Sequence: 23	ACH Enabled: No
1019-12.12	Wastewater janitorial, Dec 2012	400.00	01/07/2013	022-22-53210	
1020-12.12	Police Janitorial, Dec 2012	250.00	01/07/2013	010-07-53200	
	Check Total:	650.00			
Vendor:4609	Northwest Media Consultants			Check Sequence: 24	ACH Enabled: No
420	Web services, Dec 2012	137.75	01/07/2013	010-10-53370	
	Check Total:	137.75			
Vendor:6003	Oce Imagistics			Check Sequence: 25	ACH Enabled: No
390815	Copies WZB45-CR, 11/18 to 12/18/12	2.79	01/07/2013	010-10-53240	
390817	Copies W3522-Front, 11/18 to 12/18/12	435.31	01/07/2013	010-10-53240	
391478	Copies W2522-PD, 11/18 to 12/18/12	105.24	01/07/2013	010-10-53240	
	Check Total:	543.34			
Vendor:4593	Office Depot			Check Sequence: 26	ACH Enabled: No
635643155001	Binders for forklift operators manual	6.95	01/07/2013	021-02-53270	
636462202001	Pk canned air dusters,sign holder-City H	13.22	01/07/2013	010-10-53230	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
636462202001	Brother LC61 Yellow ink ctg-Wtr Div	7.99	01/07/2013	021-02-53270	
636462202001	1 ream 11x17 copy paper-Planning	7.99	01/07/2013	010-05-53270	
636778411001	3-8GB data traveler-Wtr Div	20.85	01/07/2013	021-02-53270	
636778411001	1-8GB data traveler-St Div	6.95	01/07/2013	022-22-53270	
636778411001	1-8GB data traveler-St Div	6.95	01/07/2013	020-20-53230	
637966742001	1/2 cost -CD-R 100 pk-Planning	5.70	01/07/2013	010-05-53270	
637966742001	1/2 cost -CD-R 100 pk-TURA	5.70	01/07/2013	010-03-53270	
637966742001	3-Bx 12 Large binder clips-City Hall	1.30	01/07/2013	010-03-53270	
	Check Total:	83.60			
<hr/>					
Vendor:4081	OfficeMax Incorporated			Check Sequence: 27	ACH Enabled: No
481388	Binders for forklift operators manuals	12.07	01/07/2013	021-02-53270	
481388	Binders-City Hall	12.68	01/07/2013	010-03-53270	
481388	Binders for forklift operators manuals	9.51	01/07/2013	022-22-53270	
481388	Binders for forklift operators manuals	6.34	01/07/2013	020-20-53230	
554699	Solar calculator for water counter	8.87	01/07/2013	021-02-53270	
689530	Ink ctgs,coffee,binders,cups-PD	312.15	01/07/2013	010-07-53270	
	Check Total:	361.62			
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Vendor:0348	OR Mayors Association			Check Sequence: 28	ACH Enabled: No
2013-Weber	2013 OMA membership-Weber	91.00	01/07/2013	010-01-53080	
	Check Total:	91.00			
<hr/>					
Vendor:0895	Penninsula Communications			Check Sequence: 29	ACH Enabled: No
15450	Radio earphones-Police	279.08	01/07/2013	010-07-53050	
	Check Total:	279.08			
<hr/>					
Vendor:0389	Petty Cash-City of Tillamook			Check Sequence: 30	ACH Enabled: No
010213	Food/Volunteer Luncheon,coffee-City Hall	25.98	01/07/2013	070-70-53365	
072012	Food- Manning trip to Portland for pump	4.99	01/07/2013	022-22-53400	
072312	Food- Manning trip to Portland for parts	5.54	01/07/2013	022-22-53400	
081612	Trip permit-Water Div	10.00	01/07/2013	021-01-53290	
082412	Parchment paper-AD	0.50	01/07/2013	010-10-53230	
082812	Postage due/Kennedy Jenks	2.55	01/07/2013	010-03-53300	
091412	3rd St SCA drawings-postage	4.00	01/07/2013	020-20-53230	
112712	File holder rails-AS	2.00	01/07/2013	021-02-53270	
120312	Additional postage required	0.90	01/07/2013	010-03-53300	
121412	SCADA application for I Phone-Kyte	4.99	01/07/2013	021-01-53420	
	Check Total:	61.45			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4388	Pitney Bowes Reserve Account			Check Sequence: 31	ACH Enabled: No
1.3.13	Prepaid Postage - Machine	201.74	01/07/2013	021-01-53300	
1.3.13	Prepaid Postage - Machine	158.75	01/07/2013	010-07-53300	
1.3.13	Prepaid Postage - Machine	0.43	01/07/2013	010-01-53300	
1.3.13	Prepaid Postage - Machine	3.90	01/07/2013	022-22-53300	
1.3.13	Prepaid Postage - Machine	131.20	01/07/2013	010-03-53300	
1.3.13	Prepaid Postage - Machine	1.70	01/07/2013	070-70-53365	
1.3.13	Prepaid Postage - Machine	2.28	01/07/2013	020-20-53300	
	Check Total:	500.00			
Vendor:4688	Protection One Alarm Monitorin			Check Sequence: 32	ACH Enabled: No
50529429-12/12	Security Service 1/17 to 2/16/13	54.95	01/07/2013	010-07-53240	
	Check Total:	54.95			
Vendor:4391	Robert W. Riggert			Check Sequence: 33	ACH Enabled: No
Jan 2013	Property Purchase Pmt#87/2302 3rd St	2,108.00	01/07/2013	070-70-54030	
	Check Total:	2,108.00			
Vendor:4414	Roby's Furniture			Check Sequence: 34	ACH Enabled: No
37181	GE Refrigerator S#SZ758165-WW Div	400.00	01/07/2013	022-22-53230	
	Check Total:	400.00			
Vendor:0407	Rosenberg Builder's Supply Inc			Check Sequence: 35	ACH Enabled: No
1211-601237	Toilet flapper-St Div shop	3.99	01/07/2013	020-20-53200	
1211-602506	4-60# concrete/sign repair-St Div	11.56	01/07/2013	020-20-53340	
1212-605164	2-96oz bleach,gal Simple Green-Parks	15.97	01/07/2013	020-20-53350	
1212-605459	2-60# concrete/signs installed-St Div	5.78	01/07/2013	020-20-53340	
1212-605783	Nuts,bolts,washers-WW Div	4.44	01/07/2013	022-22-53230	
1212-606082	4 bushings/N 101 Repair-WW Div	16.56	01/07/2013	022-22-53230	
1212-606091	Wire connectors/N 101 Repair-WW Div	23.94	01/07/2013	022-22-53230	
1212-606898	3-75w halogen tracklight floodlights-PD	35.97	01/07/2013	010-07-53200	
1212-606945	Elect control,tie downs,fittings,etc-WW	111.01	01/07/2013	022-22-53230	
1212-607268	Primer,PVC cement,5 anchors-WW Div	91.43	01/07/2013	022-22-53230	
1212-607275	Masonry bit-WW Div	13.29	01/07/2013	022-22-53230	
1212-607363	Hydraulic cement-WW Div	11.99	01/07/2013	022-22-53230	
1212-608569	4x4-3/4" plywood,2x2 & 2x4 boards-WW Div	29.97	01/07/2013	022-22-53230	
1212-608578	1/16" formica "T" mould-WW Div	19.99	01/07/2013	022-22-53230	
1212-608697	Mini block plane,titebond,sand paper-WW	21.17	01/07/2013	022-22-53230	
1212-608866	3 outlet adptr,hole saw,pwr strip-WW Div	49.96	01/07/2013	022-22-53230	
1212-610901	4'x8' Pionite sheet,dbl face hammer-WW	141.66	01/07/2013	022-22-53230	
1212-611071	Contact cement,mini-roller&frame-WW	14.67	01/07/2013	022-22-53230	
1212-612130	60# concrete mix/sign base-St Div	2.89	01/07/2013	020-20-53340	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1212-612402	All purpose cement,epoxy,JB weld-WW	21.97	01/07/2013	022-22-53230	
1212-612951	Batteries, light bulbs,tank lever-St Div	32.84	01/07/2013	020-20-53200	
1212-613228	2-100w GE metal halide bulbs-Goodspeed	81.98	01/07/2013	020-20-53350	
1212-613299	Lights/shop office-St Div	23.97	01/07/2013	020-20-53200	
1212-613517	Carpet cleaner/shop office-St Div	20.99	01/07/2013	020-20-53200	
1212-615725	Rechargeable sport spotlight-WW Div	28.99	01/07/2013	022-22-53230	
	Check Total:	836.98			
Vendor:4728 12/17/12	John Sandusky WW litigation mtg in lieu of 12/17 mtg Check Total:	25.00 25.00	01/07/2013	Check Sequence: 36 010-01-53415	ACH Enabled: No
Vendor:0426 34092-85080 34092-85081 34092-85137	SC Paving 5 yds 3/4"-0 rock-Wtr Div 10 yds 3/4"-0 Rock-St Div T-30 Catch Basin-St Div Check Total:	75.00 150.00 450.00 675.00	01/07/2013 01/07/2013 01/07/2013	Check Sequence: 37 021-06-53020 020-20-54065 020-20-54065	ACH Enabled: No
Vendor:4777 9912	Setere & Sons Ltd Transportation/Hydrated lime to Till WW Check Total:	812.50 812.50	01/07/2013	Check Sequence: 38 022-22-53040	ACH Enabled: No
Vendor:0989 Dec 2012	Arley Sullivan Reimb mileage Dec 2012 Check Total:	143.75 143.75	01/07/2013	Check Sequence: 39 021-03-53140	ACH Enabled: No
Vendor:5034 7.12.12	Tillamook Co. Assessor Mailing list CU-12-03 New City Shop Check Total:	35.00 35.00	01/07/2013	Check Sequence: 40 021-07-55900	ACH Enabled: No
Vendor:4430 11.20.12 11.20.2012 11.27.2012A 12.11.12 12.4.12	Tillamook Co. Shopper, LLC 11/20/12 lighting ceremoney ad 11/20/12 lighting contest ad Adj price error 11/27/12 light contest 12/11/12 light contest ad 12/4/12 light contest ad Check Total:	90.00 115.50 10.50 115.50 115.50 447.00	01/07/2013 01/07/2013 01/07/2013 01/07/2013 01/07/2013	Check Sequence: 41 070-70-53365 070-70-53365 070-70-53365 070-70-53365 070-70-53365	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0505	Tillamook Motor Company			Check Sequence: 42	ACH Enabled: No
138575-TILL21	Kennel truck- lamp assembly-PD	1.43	01/07/2013	010-07-53250	
92410-TILL21	E227839 lube,oil,filter,lite bar bulb-PD	129.74	01/07/2013	010-07-53250	
92536-TILL21	Tahoe - lube,oil,filter-PD	42.95	01/07/2013	010-07-53250	
	Check Total:	174.12			
Vendor:0510	Tillamook PUD			Check Sequence: 43	ACH Enabled: No
12-12 Stmt-1	12874, 3497 Kephart Rd Well 1	43.92	01/07/2013	021-05-58110	
12-12 Stmt-10	19915, Lift Station Front Street	80.22	01/07/2013	022-22-53430	
12-12 Stmt-11	74209, City Lights	2,578.00	01/07/2013	020-20-53430	
12-12 Stmt-12	20274, 4th & Main-Traffic Lights	46.65	01/07/2013	020-20-53430	
12-12 Stmt-13	20304, 3rd & Main-Signals	33.43	01/07/2013	020-20-53430	
12-12 Stmt-14	20306, 3rd & Pacific Signals	33.08	01/07/2013	020-20-53430	
12-12 Stmt-15	20414, 210 Laurel Ave, City Hall	307.63	01/07/2013	010-10-53430	
12-12 Stmt-16	20415, 210 Laurel Ave, City Hall	371.61	01/07/2013	010-10-53430	
12-12 Stmt-17	20432, 1st & Main Avenue	47.88	01/07/2013	020-20-53430	
12-12 Stmt-18	35062, Marine Park Front Street	25.27	01/07/2013	020-20-53430	
12-12 Stmt-19	35427, Brookfield Rd Lift Station	122.69	01/07/2013	022-22-53430	
12-12 Stmt-2	15557, Lift Station 12th & Laurel	754.81	01/07/2013	022-22-53430	
12-12 Stmt-20	53747, Wilson Rv Lp & Hwy 101 N Sgnl	74.53	01/07/2013	020-20-53430	
12-12 Stmt-21	65596, 2302 3rd St, Police Station	174.23	01/07/2013	010-07-53420	
12-12 Stmt-22	75272, 204 Laurel, Transit Cntr	213.58	01/07/2013	010-10-53430	
12-12 Stmt-23	78075, 845 3rd St, WWTP	4,810.58	01/07/2013	022-22-53430	
12-12 Stmt-24	6779, 7995 Killam Crk Rd	227.10	01/07/2013	021-04-53430	
12-12 Stmt-25	85596, 1815 1st, pkg lot	58.41	01/07/2013	020-20-53430	
12-12 Stmt-26	89053, 4402 3rd St	139.23	01/07/2013	021-02-53240	
12-12 Stmt-26	89053, 4402 3rd St	139.22	01/07/2013	020-20-53430	
12-12 Stmt-3	16663, Restrooms Goodspeed Park	45.89	01/07/2013	020-20-53430	
12-12 Stmt-4	16664, Goodspeed Park	25.27	01/07/2013	020-20-53430	
12-12 Stmt-5	16709, 4th & Pacific signals	38.08	01/07/2013	020-20-53430	
12-12 Stmt-6	17498, Meadow Avenue	41.23	01/07/2013	022-22-53430	
12-12 Stmt-7	17975, 3610 Alder Lane Well #3	2,293.37	01/07/2013	021-05-58130	
12-12 Stmt-8	17990, 3809 Alder Lane Well #2	1,521.76	01/07/2013	021-05-58120	
12-12 Stmt-9	18512, 9th Street Park	25.00	01/07/2013	020-20-53430	
	Check Total:	14,272.67			
Vendor:0713	Verizon Wireless, Bellevue			Check Sequence: 44	ACH Enabled: No
1149944276	964246907-0001 Police Cell Phones	33.70	01/07/2013	010-07-53420	
1149944276	964246907-00001 Admin Cell Phones	37.34	01/07/2013	010-03-53420	
1149944276	964246907-00001 Sewer Cell Phones	87.31	01/07/2013	022-22-53420	
1149944276	964246907-00001 Water Cell Phones	586.11	01/07/2013	021-01-53420	
1149944276	964246907-00001 Street Cell Phones	55.27	01/07/2013	020-20-53420	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	799.73			
Vendor:4381 12/17/12	Suzanne Weber WW litigation mtg in lieu of 12/17 mtg Check Total:	25.00 25.00	01/07/2013	Check Sequence: 45 010-01-53415	ACH Enabled: No
Vendor:6044 12.19.12	Paul Wyntergreen Parking & mi reimb WW litigation mtg-PW Check Total:	92.14 92.14	01/07/2013	Check Sequence: 46 022-22-53370	ACH Enabled: No
Vendor:0010 23295	Zwald Industrial Services WW Plant backflow checks Check Total:	200.00 200.00	01/07/2013	Check Sequence: 47 022-22-53290	ACH Enabled: No
	Total for Check Run:	38,276.48			
	Total Number of Checks:	47			